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A
TREATISE
OF
BOOK-KEEPING,
OR,
Merchants Accounts;
IN THE
Italian METHOD of *Debtor* and *Creditor*.

WHEREIN

The Fundamental Principles of that curious and approved Method are clearly and fully explained and demonstrated, from the Nature and Reason of Things: From which again is deduced a complete System of particular Rules, and Instructions for their Application to a Merchant's Business, considered as acting either for his own proper Account; or in Commission, as Factor for another; or, as concerned in Company. The whole illustrated and exemplified with two Sets of Books, containing great Variety of Practice in all those Branches of Business.

To which are added,

12 1/2

Instructions for Gentlemen of Land Estates, and their Stewards or Factors: With Directions also for Retailers, and other more private Persons.

By *ALEXANDER MALCOLM*, A. M.
Teacher of the Mathematicks at Aberdeen.

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2

THE
BOOK-KEEPING



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Factors: With Questions and Answers, and other more private
Particulars.

By ALEXANDER MALCOLM, A.M.
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LONDON:
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and E. STURGEON, in St. Paul's Church-yard.

T H E

P R E F A C E.

TH E Necessity of a right *Method of Accounts* is so great ; and the Perfection of the Method of *Debt and Credit* (called from the Inventors, the *Italian Method*) so well known, by long Experience, that I should lose all the Time and Pains bestowed upon a more particular Commendation of it. Yet, I cannot forbear quoting the Sentiments of the anonymous Author of a Book, called, *The Gentleman-Accountant* ; who is called in the Title Page, a *Person of Honour* : Speaking in Commendation of the Method of Accounts by *Debtor and Creditor*, he says,

“ Which Method is so comprehensive, and perfect, as
 “ makes it worthy to be put among the *Sciences* ; and to
 “ be understood by all *Virtuosi* ; whether they ever intend
 “ to make Use of it or no ; even for pure Satisfaction
 “ and Curiosity, or rather *Admiration* ; as happens, when,
 “ with some Pains, we have attained the Knowledge of
 “ any Art, or Skill, though less complex than this ;
 “ which, through the Invention of Ages past, universal
 “ Practice, and in Matters of Interest (the fiercest En-
 “ gagements of human Wit and Stratagem) is reduced,
 “ as this is, to a consummate Perfection, &c. Therefore
 “ (*he thinks*) that, besides the real Value of it in Life,

“ every *ingenious Gentleman* may have Reason to know
“ this Art, as a Sort of *human Learning*.

The Writers on this Subject are, indeed, very numerous, and as various in their Ways of Treating it; so that some will be ready to think it is long ago exhausted. As my Business of Teaching has led me to examine very narrowly into what others have done; so, in Vindication of the present Undertaking, I shall only say, that I have not met with any Treatise that I could use for a System of Instructions to Learners: And, as in a long Experience of Teaching, I have applied my self to find a plain and rational Way of delivering the Principles and Rules of this useful Art, fitted, as near as possible, to every Capacity; so you have, in this Treatise, the System or Course of Lessons, which I have, for many Years, read to Students, very successfully, with every Capacity that could learn at all; and which I found my self obliged to make publick, for the Use of my own Scholars chiefly; though also very willingly for the Sake of others.

As to any further Account of what I complain of in other Treatises, I have said all that I thought necessary, in the Beginning of *Chapter II.* And for a more particular Account of my own Plan, and the Contents of the following Work, take it thus:

You have first a *Treatise* of the *Principles* and *Rules* of *Book-keeping*, divided into three *Chapters*. In the first, I have explain'd the *Fundamental General Principles* and *Rules* of the Method, in such a Manner as to demonstrate the true Reason of every Step, from the Nature and Design of *Accounts*; so that the Practice and Application may be a Work of Judgment, and not merely of Memory. The General Principles are but few, and those not very difficult:

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Yet much depends upon a right Explication, to give a Learner a clear general Notion of them ; for if this is once got, particular Applications are very easy.

In the second *Chapter*, I have explained the Application more particularly ; shewing how a Course of Regular Accounts is begun and carried on ; in the Description of the various Accounts which are necessary, or sufficient, to comprehend all the Parts of a Merchant's Business, in the most distinct and orderly Manner ; considered particularly under these Heads, *viz.* What he does, or is done, for his own *proper Account* and *Behoof* : What he does in Commission, as a *Factor* for others ; and, What he is concerned in *Company*. And because this last has in it greater Intricacy, I have been the more particular upon it.

Now, the Instructions of this Chapter being compared with the General Rules, you'll easily understand the full Use and Extent of these ; which is of the last Importance in this Business : Because hereby you'll see how the General Rules comprehend the whole Art ; so that you'll find, at last, there is nothing else left to burden the Memory with ; and by this Means be capable of making Applications of this Art at Pleasure ; and contriving Schemes of Accounts, agreeable to different Designs, and to the different Circumstances of any Business that can happen. For as this Method was invented and improved for the Sake of *Merchants Accounts* ; it was reasonable to make the first Application to those ; which being well understood, there can be nothing wanting but a diligent Attention to the General Principles, in order to make a right Application of them to any other Subject.

In the third *Chapter*, I have explained the Method of Closing and Balancing of Accounts, in order to find the
total

total State of one's Affairs, or to make, out of all the particular Accounts, one General Account, or Inventory of one's whole Effects and Debts ; upon which a new Course of Accounts, or a new Set of Books, may be begun : And upon this Part I have been the more particular ; because it is here, we see the Accomplishment of the whole Art.

Then follow two Sets of *Books of Accounts*, containing a great Variety of the most useful Examples of Merchants Business, regularly stated and formed into *Accounts*, according to the preceding *Principles and Rules* ; the second Set being begun upon the Balance of the first ; in which you see an actual Application of the Art. I have not indeed made Examples of every Thing that may be supposed ; for that were infinite ; nor even of every Thing I have spoken of in the Instructions of the Art : But I am confident I have done what's sufficient (and, perhaps, more than enough) to make one Master of any other Application, who understands well what's in these Books, and has already a clear Notion of the General Principles.

I have also added an *Appendix*, containing *Instructions* for the Application of the preceding Art, to the Business of *Retailers* and *Private Concerns* ; more especially for *Gentlemen of Land-Estates*, and their *Stewards* or *Factors*.

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TREATISE
OF
BOOK-KEEPING.

CHAP. I.

Containing the fundamental Principles, and general Rules.

SECT. I.

Of the Nature and End of Book-keeping.

DEFINITION.

BOOK-KEEPING is the Art of keeping Accounts [i. e. recording the Transactions] of one's Affairs, in such a Manner, that the true State of any Part, or of the Whole, may be thereby known with the greatest Clearness and Dispatch.

OBSERVE 1st. The Name *Book-keeping* is a compounded One, which yet of it self does very obscurely, if at all, express the Nature of the Art to which it is applied ; therefore we must take it in the Sense Men have imposed upon it, which is in general, *A Method of Accounts*, and may so far be applied to any Method. But though all Methods must propose the same End, since naturally there is but one End for which Men keep Accounts, yet one Method may

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A Treatise of Book-keeping,

be more perfect than another ; therefore, taking in the Whole of the preceding Definition, the Name is restrained to that Method which is the most perfect ; as the Method hereafter explained most certainly is.

2d. I have called Book-keeping an Art ; and very justly, because, like other Arts, it has its Object, about which it treats ; its End, to which it tends ; and its Principles and Rules, by which the End is obtained. The Object is, in general, the Transactions of one's Affairs ; and particularly, the making a regular *Account* or *History* of them, in order to this End, viz. the clear and ready Knowledge of the true *State* of any Part, or of the Whole. I shall, in the remaining Part of this Section, explain the End more particularly ; and the general Rules in the other two Sections of this Chapter.

The End of Book-keeping further explained.

As the Value of an Art can only be known by its End, so the only Way to get a distinct and clear Notion of the Art, and to understand thoroughly its Principles and Rules, is to get first a just and complete Notion of the Design and End of it ; therefore I shall here explain the End of Book-keeping more particularly, by which we shall learn what is meant in the Definition, by the *State of any Part, or the Whole* of one's Affairs, as the End of Book-keeping is there more generally expressed.

The Transactions of one's Affairs are distinguishable into two general Classes, as they relate to two different Kinds of Subjects, viz.

The Transactions relating to

The { *Persons* with whom we deal, and
 { *Things* in which we deal ; which are,

{ *Money* (the principal Means of Commerce) and
 { *Goods*, comprehending all other real Effects.

These then are the more general and essential *Parts* of one's Affairs ; so that if we have a Method whereby we can know the *State* of our Affairs, as they relate to every *Person* we deal with, and every *Thing* we deal in, we have what's proposed by keeping *Accounts* : But what is meant by that *State* of our Affairs, is yet to be further explained ; and it is this, viz.

For { *Persons* ; what every Person owes me, or I owe them.
 { *Things* ; what Quantity (and Value) of every Kind is upon hand ; with
 { the Gain or Loss upon that Subject, within the Time of the Account.

What is here expressed, is what we call the final *State* of the *Account* (or of our Affairs) relating to *Persons* and *Things* ; for he who knows the *Things* mentioned, has an Answer to the last and chief Demand that can be made relating to

to these Subjects; the knowing of which is therefore the chief End and Purpose of Book-keeping, as to these Parts of one's Affairs. Then, as to the State of the *Whole*; since the *Whole* is nothing but all the Parts taken together, the State of it can be known only by collecting the States of the several Parts into a complete Inventory, or Account of all one's Effects and Debts; the Difference of which is the final State of the *Whole*; shewing what one's free Estate is worth; or, what the Debts exceed the Effects.

There are other Questions that may arise in the Course of Business, necessary to be known for the Direction of our future Management, and for explaining the Reason and Circumstances of the final State: These are solved by what we may call the Current State of the Account, *i. e.* a View of all the Articles relating to every Subject, with all their Circumstances.

S E C T. II.

Containing a more general Idea of the Method.

THE Art of *Book-keeping* is contained in the Use of several Books of Accounts; whereof the chief and necessary Ones are called,

The { *Waste*
and
Leger } Book.

Observe, Among the principal Books, Merchants and Writers have commonly reckoned what they call the *Journal-Book*; but as it is only subservient to the Leger, I have limited the principal Books to Two; and shall consider all others under the general Name of *subservient* Books; which are more or less necessary, according to the Purposes they serve; the most useful of which I shall explain in their proper Places, and here proceed to the two principal Ones.

And that I may not be obliged to say the same Things oftner than once, you are to observe, That the Name of the Book, with the Owner's Name and Place where he lives, are all written upon the first Leaf, as you see done in the following Books; and the Name of the Book also upon the Cover of it.

I. Of the WASTE-BOOK.

We may consider a Man either beginning to Trade; or beginning a regular and orderly Method of Accounts, and willing to follow the best. The first Step to be taken in either of these Cases is, to make up a complete Account of the present State of his whole Affairs, *i. e.* An Inventory of all his Effects and Debts; after which, his Work is to make daily a distinct and complete

Record of all the Transactions that occur in his Business; expressing the whole Circumstances, *viz.* the Date; Names of Persons; Times and Conditions of Payments; Names, Quantities, Qualities, and Prices of Goods; and every other Thing necessary to make a complete Narration of what's transacted, or has happened in his Affairs. Let these be written in the Order of Time, *i. e.* Every Transaction and Event after another, in a continued Succession, according to their Dates; and all in a plain, familiar Stile, which makes a just and distinct Narration of *Matters of Fact*. The Book which contains such an Account, is what we call the *Waste-Book*; whose Use and Form being so simple, I shall refer to the following Examples of a *Waste-Book*, for further Particulars, as to the Manner of ruling and writing in it; and only observe here, That the Dates may be placed either in marginal Columns (as you'll see in the *Leger*) or as you see it done in the following Books; where also, *observe*, That though the Year, Month, and Day, are not all marked at every Article, when they are the same with the preceding, or that last marked; yet the Date ought to be completely marked to the Article that falls upon the Top of every Page; or, at least, one of every Opening, or two Pages; that we may hereby more readily find any Thing we would see, by help of its Date.

Before I say any Thing further as to this Book, I shall sum up the preceding Description in this short

DEFINITION.

The WASTE-BOOK begins with the Inventory of a Merchant's Effects, and Debts; and contains a complete Record of every Transaction of his Affairs, with all the Circumstances; in a plain Narration of Matter of Fact; every Transaction following another in the Order of their Dates.

OBSERVE 1st. This Book is plainly a *Day* or *Journal Book*; but that Name being applied to another, the Name *Waste-Book* is applied here. What Relation the Word *Waste* has to the Nature of this Book, is neither obvious, nor worth enquiring after; therefore I shall only observe, that we might more reasonably call it, *The Memorial Book* (as some Authors do) because in its principal Use and Design, 'tis no more; as will presently appear.

2^d. As the End of *Book-keeping* is, to know the State of any Part of our Affairs, or of the Whole; so, to come at this Knowledge, two Things are necessarily required. 1. That we know what was the State of that Part at a certain Time, preceding the present Enquiry; And 2. That we know all that has happened, relative to that Part, since that Time, whereby that preceding State has been in any ways changed. And for this Reason it's manifest, that regular Accompts must begin with the present State of our Affairs, and be continued in a complete History of all that's transacted afterwards. But the great *Question* being, What Order, in the Account or History of these Things, does most immediately answer the End of *Book-keeping*? I shall next, by comparing that End with the Method of the *Waste-Book*, shew what

what Defect in this makes another necessary ; and also the real Use of this, as the first Form in which Things must appear ; which will be an useful Transition to the *Leger*, whereby the Connection and Dependance of the two principal Books will be clearly understood.

3d. To know the State of any *Part* of our Affairs (*i. e.* of what relates to any *Person* or *Thing*) does (as we have above observed) require, that we know all the Transactions relating to that Subject, after a certain known Beginning, or preceding State of it : But it is as plain, That unless that preceding State, and all these succeeding Transactions are seen together in one View, the present State of the Account cannot be known ; because, this being the Result or Effect of all these Transactions, it can be discovered only by a Comparison of them among themselves, and with that preceding State (as you will learn more particularly afterwards.) Wherefore, the *Waste-Book*, tho' it contains a complete History of our Affairs, and in one Respect, Simple and Regular, as it follows the natural Order of Time ; yet this very Order is the Defect of it, as to the more immediate answering the End of Book-keeping ; because hereby the Transactions, relating to every different Part or Subject, lie scattered in it according to their Dates ; and so are not seen all together in one View ; as is required to our knowing the State of any Part, and consequently of the Whole, of our Affairs ; which is the End of Book-keeping. The Remedy of this Defect, and the more perfect Form of Accounts, we have in the *Leger*. But it remains that we consider the real Use and Necessity of a *Waste-Book*, as a previous Step to the other. Thus,

The *Leger-Book* is the principal Book of Accounts, by which the End is more immediately answered, and in which the Art does most eminently appear : So that here lies the greatest Difficulty, and consequently the Accountant's greatest Skill and Care is to be imploy'd here ; which will necessarily require convenient Time and Place for doing it deliberately, and without Disturbance ; and therefore it cannot be expected that this Book should be filled up immediately, as soon as every Transaction is made : And therefore, that nothing be forgot or omitted, it's necessary there be kept a daily Memorial of every Thing that's done, expressing every Circumstance fully, simply, and plainly ; as the Materials of more perfect Accounts, to be made up out of these into the *Leger-Book* once a Week, or Month, or otherwise, at the Accountant's Pleasure ; who, having the Materials thus prepared, and laid up in the *Waste-Book*, where nothing is omitted, can take his own Time to fill up the *Leger* Accounts, according to the Rules of Art.

This is the first and great Use of the *Waste-Book* ; to which add this other considerable one ; That, as the right placing of Things in the *Leger* is of the last Importance in this Business ; so that first and simple Record is an useful Mean for our examining and proving that Things are right in the *Leger*, or discovering the Errors thereof, by comparing the one Book with the other ; without which, we could not proceed with such Order and Certainty in this Examination ; as will afterwards appear.

II. Of the *LEGER-BOOK*.

The Defect of the *Waste-Book* points very naturally to the Remedy; and shews us in general, what ought to be the Method of that Book, which contains the History of our Affairs in the most perfect Form, and answers the End more immediately (the former being still considered as the first, and a necessary Step in the Method.) The *General Method* of that Book (which we call the *Leger*) is therefore plainly this, *viz.* All Transactions that occur from Time to Time, must be transferred from the *Waste-Book* into the *Leger*, in such Order, that all belonging to one Subject (*i. e.* to one Person, or one Thing) be placed together; which is a Method directly opposite to the Defect of the *Waste-Book*, where they are scattered according to their Dates; and is therefore a Remedy of it: Or, we may take the Definition of the *Leger-Book*, Thus:

D E F I N I T I O N.

The LEGER-BOOK contains all the Transactions of a Man's Affairs in such Order, that all belonging to every different Subject lie together in one Place; making distinct particular Accounts.

OBSERVE, 1st. The Name, *Leger*, comes; very probably, from the *Latin* Word *Legere*, to gather; because in it are gathered into distinct Accounts, the Transactions relating to every Subject, which are scattered in the *Waste-Book*, according to their Dates. Some Authors write it *Ledger*, and derive it from an *Italian* Word, which signifies *Sleight*, or *Art*; because that appears most in this Book: But the Original of the Name is of small Importance.

2^d. It will be now useful, briefly to recollect the essential Forms and Difference, with the Connection and Dependence of these two Books: Thus; The *Waste-Book* is an universal and complete *Memorial* of all the Transactions and Events of Business, taken in the natural Order of Time; whereby all Things of one Date, are placed together; and is a Preparation for the *Leger-Book*; into which they are all again transferred, upon distinct particular Accounts, according to the Order and Distinction of Subjects; these particular Accounts following in Order, as they occur.

3^d. Thus much I think sufficient for the general Idea of the Method of Book-keeping, propos'd in the Title of this Section. In the next I shall more particularly explain the *fundamental Rules* of the *Leger*; with the Principles and Reasons of each; in such a Manner, that you may clearly understand the Difference betwixt the natural and artificial Parts of this Method, *i. e.* such Parts as are essential, and flow immediately from the Nature and Design of *Accounts*, and without which the End cannot be obtained; and such as are contrived for an Improvement of the other, and the better answering of the

the End. This being done, I shall, in the two following Chapters, make yet a more particular Application and Enlargement; shewing you how to begin, carry on, and finish the *Leger*.

SECT. III.

Explaining the Leger-Book more particularly, in its fundamental Rules.

RULE I.

FOR every distinct Subject, with which you have an Account [i. e. for every Person with whom you deal upon mutual Trust and Credit, or who, by any Means becomes your Debtor, or you his] and for every Thing you deal in, there must be a certain separate Space or Portion allow'd; wherein are to be written all and only the Transactions relating to that Subject; whose Name is to be inscribed, or written upon the Head thereof; making thereby distinct particular Accounts.

EXPLICATION.

1st. This Rule is the direct and immediate Consequence of the Definition of the *Leger-Book*; or it is, in Effect, only that Definition in another Form; founded upon this first and fundamental Principle of regular Accounting, viz. That every distinct Part of a Man's Affairs ought to appear separately by it self; without which, there could be no distinct Knowledge of the State of any Part, nor of the Whole (as has been already explained.) And as we have hereby a general Idea of our Affairs, as distinguished into Parts, or particular Accounts, relating to different Persons or Things; so they make two different Classes or Kinds of Accounts, which may be distinguished by the general Names of *Personal* and *Real Accounts*. There is also a third Class, of which we shall hear afterwards.

2^d. *Personal Accounts* are limited to such with whom we deal upon mutual Trust and Credit; and do not extend to every Person with whom we have Dealing: For the End of a *Personal Account* being to know what any Person owes to me, or I to him; therefore, to have an Account with any Person, supposes Debt betwixt us: For till a Transaction happen, by which the one of us owes, or is in Debt to the other, there can be no Account; because there is nothing that relates to the End of an Account. We may have Dealings together; but all these, in which there is mutual and equal giving and receiving betwixt us, or no remaining Obligation arising from the Transaction, can have no Relation to an Account betwixt us, since there is nothing due upon either Side.

3d. In the preceding Rule, 'tis said, that only the Transactions, relating to that Subject, whose Name is on the Head of the Account, are to be written there; by which is not meant, that the Transactions can, or ought to have Relation to no other Subject; but that no Transaction must be entered into any Account, which has no Relation to that Subject (and such a Relation too as the particular Rules prescribe:) For the same Transaction may relate to different *Subjects*; and must, for that Reason, be placed upon each of their Accounts, as far as it concerns each; which I shall explain by two Examples.

Exam. 1. I buy Goods from *A. B.* payable in a certain Time; this Transaction relates to two Accounts, *viz.* The Account of these Goods, and an Account with *A. B.* tho' it is placed on each of them for a different Purpose: In the first, it is to shew the Quantity of Goods I have purchased; in the other, to shew what I owe to *A. B.* 'Tis true, that both these are expressed in the Narration made upon each Account, by which, one of them may seem superfluous; yet consider, that all the Transactions I make, concerning that Kind of Goods, will not also have a Relation to *A. B.*'s Account, but to several others; nor all the Transactions I have with *A. B.* be related to that Account of Goods: Therefore it is, that though the same Fact is narrated in two different Accounts, because of the Relation it has to them both, yet it is not superfluous; the different Ends and Purposes of every Account necessarily requiring it; without which, the Transactions relating to every distinct *Subject*, would not be together in one Account.

2. Suppose I buy Goods of *A. B.* paying the Value in Cash; this Transaction has no Relation to an Account with *A. B.* because there is no Debt here betwixt us, since there is equal giving and receiving; but it relates both to the Account of Goods, to shew what I have received; and to the Account of Money or Cash, to shew what is given out of that.

Now, as this entering of Things, oftner than once, into the *Leger-Book*, is the necessary Consequence of having distinct particular Accounts; so it shews us another very great Difference betwixt this and the *Waste-Book*, wherein every Fact and Event is but once written.

Transition to the next Rule.

4th. After the first great Principle of regular Accounting (*viz.* Having different Accounts for different Subjects) the next important and necessary Consideration is, the Order and Form of these Accounts; or, the Manner of placing together the Articles belonging to every Account, that best answers the End; for any Method is not sufficient for this.

The most simple Way we can conceive is, to make one uniform and continued Account, placing all the Articles belonging to it one after another in Order as they happen; for thus we have all belonging to every Subject together by themselves; which is all that the Definition, or the first general Principle requires: But if we consider the Nature and End of these Accounts more particularly, we shall easily perceive that this Method does not satisfy it.

1. For

1. For *Personal Accounts*, it has been already observed, That the Foundation of them is mutual Trust and Credit : So that an Account with any Person can never begin, till such a Transaction happens, in Consequence of which, that Person comes under an Obligation of Debt to me, or I to him ; and the Account being thus begun, the Reason and End of it shews, that all the Transactions that can afterwards belong to the Account, are in general, such only as make the one of us more or less in the other's Debt (for nothing else relates to the End of the Account) *i. e.* plainly new Debts, for which the one of us becomes engaged to the other ; or Payments of former Debts, which make the Payer less or nothing in the Receiver's Debt. Suppose now that all these Transactions, or Articles of mutual Debts and Payments, are written in the Account in Order as they happen ; then to know the State of the Account, or what the one of us, at last, owes to the other, we should be obliged to take one of these two Methods, *viz.* either, (1.) To compare the first and second Articles, and mark what Balance of Debt there is after the second Article ; then compare this Balance with the third Article, and so on, through them all ; still comparing the last Balance with the next Article. Or, (2.) To separate and distinguish all the Articles ; thus, The Debts that each Party has come under to the other, upon different and independent Grounds (for such there will be in the Nature and Course of Business) gather these together in two Parts, by themselves ; also the express and formal Payments made by one Party to the other ; place these as if they were mutual opposite Debts, owing by the Receiver ; and then it is manifest, that the Balance or Difference of these two Parts of the Account, is the true State of it, and shews the final and strict Debt owing by the one Party to the other : For, express Payments being placed as mutual opposite Debts, do balance and extinguish them ; and consequently none of these Debts come into the final Balance or State of the Account ; which can therefore only be the Sum of such Debts, as are not paid expressly, or by a Compensation of other mutual and opposite Debts ; and is therefore the true State of the Account.

Now that this is a Method preferable to the other, is manifest ; and therefore, that we may not have this Separation of the Articles to make at every Time we would know the State of a personal Account, it ought to be begun and carried on with this Distinction of two Parts.

2. For *Real Accounts* ; The Design of these being to know what's upon Hand at any Time, and what's gained or lost ; the Articles belonging to such Accounts, are plainly the particular Accounts of what Quantities and Value are from Time to Time received, and disposed of, with the subsequent Charges ; and all the Returns that the Subject makes by the Use and Hire of it ; for such Articles relate to the State of the Gain or Loss. Now to find what's upon Hand, or what's gained or lost, it's not enough that we have all these Particulars together ; for if they are placed in Order as they happen, we should be obliged to transform the Account, and separate the Particulars of what has been received with all the Cost and Charges, from those of the Disposals and Returns ; because the Comparison of these two is the only, or, at least,

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by far the best Way of discovering the State of the Account; which ought therefore to be begun and carried on with this Distinction of two Parts.

This Method, with some further Particulars, you have expressed in the following

R U L E II.

1st. Every Account is distinguished into two Parts, taking for each an equal Portion (less or more, as you think fit) of right and left Pages, of one Folio or Opening; the Name of the Subject being written on the Head of the Account, on both Sides; which are distinguished by the Words Debtor on the left Side, and Creditor on the right; for the Uses following: To which the Columns explained below, are subservient.

2d. A Personal Account must contain, on the Debtor Side, all the Articles which that Person owes to me, and the Payments I make of my Debts to him: And on the Creditor Side, all that I owe to him, and the Payments he makes of his Debts to me.

Or, because this Rule considers Payments under the Notion of mutual opposite Debts upon the Receiver, if this is once supposed, the Rule is briefly expressed thus:

Every Person is Debtor for what he owes me, and Creditor for what I owe him.

Fol. 6.		l. s. d.		
	A. B.	Dr.		
	Tobacco.	Dr.	Hbds.	

3d. Real Accounts must contain on the Debtor Side, the Quantity and Value of what was upon Hand at the Beginning of the Account, and all afterwards received, with all Cost and Charges : And on the Creditor Side, the Quantity and Value of what is disposed of, or any way taken away, or gone out of it, with all the Returns that Subject makes me.

Or more briefly thus ;

It is Debtor for all received, first Cost and Charges ; and Creditor for all gone out of it, with the Returns.

EXPLICATION.

1st. Since it will always be evident to common Sense, from the Circumstances of a Transaction, whether any Person is, by Vertue of it, my Debtor, or I his ; I have therefore not burdened the Rule with a tedious and superfluous Detail of Cases, or different Grounds and Causes of Debts.

2d. For the orderly placing of the Articles of an Account, the Leger-Book is ruled in this Manner : Upon the right Side of every Page, there are three Columns for Money, marked on the Top, l. s. d. Within these there is a small Column, for an Use which will be explained afterwards, in a more proper Place. Also upon the left Side of every Page, are two Columns, for the Date ; the first for the Year and Month, and the other for the Day. And every Account of Goods has a Column on the right for the Quantities ; as in the following Specimens.

Fol. 6.		l. s. d.		
	A. B.	Cr.		
	Tobacco.	Cr.	Hbds.	

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Fol. 6.		l. s. d.		
A. B.		Cr.		
Tobacco.		Cr.	Hbds.	

For what Reason the two Parts of the Account are taken upon opposite Pages, and not upon the same Page, will appear afterwards.

Observe, That the common Method is to write the Titles of *Debtor* and *Creditor* along with the Name of every Account, as I have done in this Specimen: But it is better to write them only upon the Top of the two Pages of every Folio; which sufficiently distinguishes the *Debtor* and *Creditor* Side of all the Accounts in that Folio; as is done in the following Leger-Books. The Number of the Folio is also to be written on the Top of both Pages. Some write the Place of their Residence upon the Top of the Folios; but that is superfluous; it is enough that it is written with the Titling of the Books along with the Owner's Name.

Again, If you make a Leger-Book serve but one Year, then if you begin it with the Year, or 1st Day of *January*, it will be sufficient to write the Year upon the Top of every Page; or rather, only once for all, with the Title of the Book: Or, if it's not begun precisely with the Year, then write the Day and Month from which you begin; as, if you begin *May 1, 1730.* write, *From May 1, 1730.* But if a Leger is designed to serve longer than one Year, the Year of every Article, in every Account, must be expressed. But to prevent superfluous writing; it is enough that the Year of the first Article, which falls upon each Side of the Account, be written; and it need not be written in the following Articles of that Year. In the same Manner let the next Year be marked with the first Article only of that Year. Neither need the Month be written till a new Month comes.

The Notion of Debtor and Creditor explained.

3d. We have now seen the two great *Fundamental Principles* and *Rules* of the *Leger-Book*; 1st. Having distinct Accounts for different Subjects (as in *Rule I.*) 2d. Having two distinct Parts in each Account, so opposed to one another, that the Comparison may shew the State of the Account (as in this *Rule II.*) These are the essential and necessary Things in Accounts. For the Application of *Debtor* and *Creditor*, whereby the two Parts of an Account are distinguished, that is the arbitrary and artificial Part of the Method, especially as to real Accounts, and all the other Consequences deduced from it for the Improvement of the Art; as you'll learn in the following Rules. What remains then to be further explained, as to the present Rule, is the Notion of *Debtor* and *Creditor*: The Sense and Meaning of which, I shall make clear and plain, by considering its Application; first, to *Persons*, and then to *Things*; whereby all Obscurity and Difficulty, in this Part, will be prevented or removed.

1. For *Personal Accounts.* *Debtor* and *Creditor* are Terms applicable only to Persons in the strict and proper Sense; and what they signify, when so applied, is plain from their common Use. They are reciprocal Terms, the one always supposing the other: So that if any Person is Debtor to another, that other is the former's Creditor; or, the one being supposed the other's Creditor, that other is Debtor to the former: And for this Reason, what I

owe

owe to any Person is justly placed in his Account under the Title of *Creditor*, applied to him ; as his Debts to me are placed under the Title of *Debtor*. But that the Payment of a Debt should be charged as a Debt on the Receiver (as the Rule prescribes) will at first View seem to be absurd, since what he receives is his own ; and yet, when the Sense and Effect of it is understood there is nothing false or unreasonable in it ; for the real Effect of it is no other than by balancing the former Debt with an opposite one, to shew that it is paid ; and though the Payment now made does not remain a Debt upon the Receiver in the same proper and strict Sense, that the Debt now paid was, before Payment, upon the other ; yet they are after this equally good Debts, which balance and extinguish one another ; and in this general or improper Sense only is the Payment entered as a Debt : And thus we have a very regular and orderly Account ; on the Debtor side of which stand all my Demands or Charge against him, and on the Creditor side all his Charge against me ; and these mutual Debts or Charges, so far as they are equal, are mutual Discharges of one another ; the Difference or Balance, if they are unequal, being the final State of the Account, and the only proper and strict Debt betwixt us ; in which strict Sense, tho' two Persons cannot be Debtors to one another, yet they may be so in a more general Sense, while the Articles of an Account are considered, each by it self, as the Grounds of mutual Demands, in order to a more distinct and regular Comparison, and stating the Account, to find the final and strict Debt.

2. For *Real Accounts*. *Debtor* and *Creditor* are here applied in an artificial and improper Sense, which is borrowed from Persons : The Foundation of which is this, *viz.* That Money being contrived for a Medium of Commerce, by which all Things are valued, in order to a just and equal Exchange ; therefore we must in every other real Account mind not only the Quantity, but the Money Value (the Cash Account we shall consider by it self afterwards.) And as these are really different Things, we may, under this Distinction, very easily apply the Notion of Debt and Credit to such Accounts ; so that when any Thing becomes mine, I consider it as a Subject which owes, or is accountable to me for such a Sum of Money as it has cost me, either in Specie, or other Effects, or I owe for it, or which I expect to make out of it (cost what it will ;) for, in Effect, 'tis the same Thing to me, as if some Person owed me this Money ; and so I charge it as my Debtor. Again, when it is given away, and some other Thing or Person is accountable to me in place of it ; it may easily be conceived to have hereby discharged so much of the former Charge ; and therefore we apply the Word *Creditor* to express this, and to distinguish it from the other Side. If the Money Value is greater or lesser than the Charge, it comes under the Notion of *Gain* or *Loss*. And, *Lastly*, Though no *Person* or *Thing* comes in place of it, yet so much being actually gone away, that Subject is no longer *chargeable* for it, because it can never be made out of a Thing that is no more, and must therefore be made Creditor or discharged, to shew the true State of the Account ; and for the Cash Account it

it self, we charge and discharge it for what's received and given out, the same Way as other real Accounts.

And here it's to be observed, That the Word Cash comes originally from the Italian Word, *Cassa*, which signifies a Chest; for the Chest in which the Money is kept was considered by the Inventors as the Debtor and Creditor for what is received and given, to make the Subject charged and discharged different from the Money, as in other real Accounts.

But now, in reality, all this does, in effect, answer no other Purpose, than to shew what I receive and give away separately; in order to know at all Times, by the Comparison, what remains of the Quantity, and what I gain or lose as to the Money Value: The Notion of Debt and Credit being (as already observed) added as an Improvement; for the sake of some Consequences deduced from it, for the further perfecting of the Method; as you'll learn in the following Rules.

Further Directions, with Examples for the Application of the preceding Rule.

2d. This second Rule being thus explained, there can be no difficulty in the Application of it; that is, in finding how any Transaction is to be placed to the Accounts of the Persons and Things mentioned in it; For if we consider carefully the Fact narrated, and compare it with this Rule, we shall thereby easily discover, which of the Persons and Things mentioned are to be made Debtors and Creditors, *i. e.* on which of their Accounts, and which side of the Account, the Transaction, or any Article of it is to be written. And because it's convenient, especially for Learners, to proceed in a certain Method, therefore I advise them to this, *viz.* First, Take the Persons mentioned in the Transaction one by one, and enquire concerning each of them, what they owe to you, or you to them, by virtue of this Transaction; then see what Things are mentioned, and consider what's narrated concerning each of them, one by one, which will evidently shew what's to be written on the Debtor or Creditor side of each; or if nothing at all, as sometimes happens. Having thus considered the Transaction, and discovered what *Persons* or *Things* are Debtors and Creditors, write out their Names, with their Titles of Debtor or Creditor (as you found they ought to be) which will be a short Hint of what's to be done in the Leger; a particular good Use of which Method you'll see afterwards.

Now, though there remain yet some other Rules for filling up the *Leger-Book*; yet that every Rule and Step of the Method may be distinctly understood, and you may be master of one before another, I shall here make some Applications of this second Rule, according to the Direction now given; because this Rule is indeed the chief and principal One.

Exam. 1. Borrowed and received of *A. B.* the Sum of 100 $\%$, for which I have given my Bill, payable in two Months.

It's plain here, that I owe *A. B.* 100*l.* therefore he must have an Account, upon the Creditor side of which is to be written, that I owe *C^r. A. B. £ 100* | him 100*l.* borrowed. Again, because Cash is mentioned as actually received, I must have an Account of Cash, upon the Debtor side of which I write so much received; and so I mark them out, as in the Margin.

Observe, The Debtor and Creditor will be the same, if we suppose I receive this Money for Payment of a Debt, which *A. B.* owed me in his Account.

Exam. 2. Bought and received of *B. C.* 20 Hogsheads of Wine, at 8*l.* per Hoghead, which is 160*l.* paid in ready Money.

Here *B. C.* is neither due to me, nor I to him; there being equal giving and receiving betwixt us. Then I consider the Things mentioned, *First*, There is Wine, which is said to be actually received; therefore it must have an Account, on the Debtor side of which this Article is written: There is also Cash mentioned as actually given away; it must therefore have an Account, and this *D^r. Wine, 20 Hogsheads, is £ 160* | Article be written on the Creditor *C^r. Cash ————— 160* | side; which I briefly mark out as in the Margin.

Observe, If the Price is not paid, but payable in a certain Time, then would *B. C.* be Creditor; or, if I have paid it by Barter with some other real Thing, as *Raisins*, then it is placed on the Creditor side of the Account of *Raisins*; or, if by a Bill indorsed, or drawn on some other Person, as *A. B.* then is *A. B.* Creditor, for I do hereby owe him so much to balance what he is supposed to stand Debtor for to me in his Account; or, if I draw upon him without his being in my Debt, then this becomes a proper Debt upon me.

Exam. 3. Sold and delivered to *C. D.* 8 Hogsheads of Wine, at 13*l.* per Hoghead, is 104*l.* whereof paid in Cash 50*l.* the remaining 54*l.* payable in 6 Months.

Here *C. D.* owes me 54*l.* for which he must have an Account, and be Creditor: And for the Things mentioned, there is Wine actually delivered, which I therefore write on the Creditor side of Wine Account, and Cash actually received, 50*l.* which I write on the Debtor side of *D^r. C. D. — £ 54* | Cash Account; all which I mark out briefly, as in the Margin. Or if the whole is unpaid, then is *C. D.* Debtor for the whole. Or we may suppose the *C^r. Cash ————— 50* | Wine sold to another, and *C. D.* become the Debtor for it, by a Bill indorsed or drawn on him. *C^r. Wine ————— 104*

Exam. 4. Paid to *B. D.* the Price of 50 Barrels of Raisins, which I owed him; thus, in Cash, 20*l.* and a Bill on *J. H.* for 17*l.* 10*s.*

Here *B. D.* is due to me 37*l.* 10*s.* for the balancing my former Debt to him, for which he is already Creditor in his Account; then by this Bill upon *J.*

C ^{rs.}	} J. H. — £ 17 10		J. H. which I have indorsed or drawn, I'm Debtor to him for 17 <i>l.</i> 10 <i>s.</i> (as before, in <i>Example 2d.</i>) therefore I place this to the Creditor side of his Account. Again, Cash is mentioned as actually given away 20 <i>l.</i> which therefore I write on the Creditor side of that Account,
	} Cash — — 20		
	D ^{r.} B. D. — — 37 10		

all which I mark out as in the Margin.

Observe, That the Debtors and Creditors are the same, if I suppose, that being Debtor to B. D, he draws upon me, payable to J. H. to whom, upon presenting the Bill, I pay 20*l.* and am allowed a Time for paying the rest. Or, also it is the same Thing, if I purchase this Bill upon B. D. from J. H. paying 20*l.* of it, and am allowed Time for the rest. Or if J. H. being my Debtor 17*l.* 10*s.* I take this Bill for my Payment, giving him the Balance in Cash.

Again, Observe, That though *Raisins* are mentioned in the preceding *Example*, and are the Things for which this Payment is made, yet there is nothing to be written on that Account; because they are not at this Time received; or, this is not the Place in which they are first mentioned as received; therefore they must be supposed to have been already entered into an Account, when it was first said they were received.

Lastly, Observe, That though Cash is mentioned in every Transaction, because every Thing is reduced to Money value; yet, unless it be said to be actually given or received, there is nothing to be written on that Account.

These Examples will, I hope, sufficiently illustrate the *Rule*; and in this Manner, by considering carefully the Narrative of any Transaction, and comparing it with the preceding Rule, you'll find how to place it to the *Accounts* of the *Persons* and *Things* mentioned, which you ought to examine and compare distinctly one by one. And for your further Assistance, compare the Examples that follow the *Inventory* in the following *Waste-Book*, N^o I. as they are transferred into the Book called the *Journal*, and the first Method of that Book.

Consequence to the preceding Rule, and Transition to the next.

4th. From the preceding Rules, and the Nature of Business, it plainly follows, That in the much greater Part, or Number of Transactions, there will be several Subjects concerned; so as each of them must have an Account, and the same Transaction in whole or in part be written in each of these Accounts. So far was observed already as a Consequence to the first Rule. But now, by this second Rule, every Account having a Debtor and Creditor side, that Consequence has this further in it, *viz.* That the same Articles will be written not only on different Accounts, but particularly upon the opposite Sides of these Accounts, [*i. e.* upon the Debtor Side of some of them, and the Creditor Side of others] in such a Manner that there will be a Balance of Debt and Credit thereby entered in the *Leger*: What's entered in some Accounts on the Debtor side being

being equal to what's put on the Creditor side of others. The Foundation and Truth of which Consequence I shall make plain. Thus,

1st. When any *Person* is made Debtor, it's to be supposed, in the common Course of Business, to be either for some real Thing given away by me, upon the Creditor side of whose Account the same Transaction must therefore be written, to shew what's away (by *Rule 2d.* see above, *Exam. 3d.*) Or the Transaction is such, that I'm accountable to some other Person for the same Article, who is therefore to be made Creditor for it. (See above, *Exam. 4th.*) Or also, suppose a Person who is Debtor in my Books, gives me a Bill on another, and I take this Bill for Payment; then, as the Person, on whom the Bill is drawn, becomes my Debtor; so the other, having hereby paid the Debt he owed me, must be discharged or made Creditor. Again, if any Person is made Creditor, it's supposed to be either for some real Thing received by me, which must therefore be made Debtor, to shew what's received (*Rule 2d.* see *Exam. 1, 2.*) Or the Transaction is such, that another Person is accountable to me for the same Article; who is therefore to be made Debtor for it (the preceding *Examples* serve also for this.)

2^d. When any *Real Account* is made Debtor, it's to be supposed, in the common Course, that for what I enter here on the Debtor side, some other real Thing of equal Value is given away, upon the Creditor side of whose Account we must therefore write what's given away (*Rule 2d.* see *Exam. 2d.*) Or that the Value of it is owing to some Person, who is therefore to be made Creditor (see *Exam. 2d.*) Again, when a *Real Account* is made Creditor, it's supposed that for what I enter here, some other real Thing is received, which is therefore to be made Debtor, to shew what's received; or some Person is become my Debtor for it (the preceding *Examples* serve for this also.)

Observe also, As to both *Personal* and *Real Accounts*, that the Debt or Credit placed upon one Account, may be balanced not only by an equal opposite Credit or Debt upon another Account, but by the Sum of several Articles placed upon the opposite Sides of several other Accounts; so a Person may be my Debtor for sundry Things given away; or partly for Things given away, and partly for Bills drawn by me upon other Persons, who are therefore to be made Creditors. See the *Examples 3d* and *4th*, *Rule 2d.* and you may easily conceive a Variety of such Cases.

Now, as this Balance of Debt and Credit will be found in every Transaction almost, in the common and ordinary Course of Business; so if we suppose that it can never fail in any Transaction, the plain Consequence is, that there will always be a *General Balance* of Debt and Credit in the *Leger-Book*; that is, the Articles of Debt, upon all the Accounts through the whole *Leger*, being gathered into one Sum, and the Articles of Credit into another, these Sums will be equal to one another; the valuable Use of which would be, that by it we should have a Proof of the *Leger-Book*, and a more regular Method of bringing the whole Accounts to a Close; so as from the State of all the Particulars to make a distinct general Account of the whole, or a new Inventory of all our Effects and Debts.

But in the next Place, we must observe, That the Circumstances of all Transactions, and every Event in Business, will not be such as to make a Balance of Debt and Credit, upon the *personal* and *real* Accounts concerned. One Example will shew this: Suppose I lend a Sum of Money upon Interest, the Borrower is Debtor, and Cash Creditor; when this Money is paid with the Interest, the Borrower is discharged, or made Creditor for the Sum lent, and Cash Debtor: But Cash is also Debtor for the Interest received, yet there is no real Account Creditor, because nothing is given away for it, nor any Person Creditor; for, I suppose this Interest is not charged on the Debtor side of the Borrower's Account; and if we suppose it is, the same Defect of a Balance will happen here, because there is neither *personal* or *real* Account to be made Creditor for it. Observe also, That there may be Transactions which ought to be entered in the *Leger-Book*, or at least it is useful and convenient that they should be entered; and yet they cannot be placed with any Justice or Propriety upon any *personal* or *real* Account; of which you'll find Examples in the following Chapter.

Now the Contrivers of this Art, considering these Things, but especially the useful Consequence of a general Balance (which you'll find more particularly explained in *Chapter III.* and applied in the following *Leger-Books*) and the Defect of it in some Cases, even where *personal* and *real* Accounts are concerned, have brought into *Book-keeping* a third Class of Accounts, called *Imaginary Accounts*, which are also distinguished into a Debtor and Creditor Side; upon which the third general Rule of the *Leger-Book* is formed, viz.

R U L E III.

Every Transaction must be entered in the *Leger-Book*, with a Balance of Debt and Credit, i. e. so that every Article be placed on the Debtor side of one Account, and the Creditor side of some other, making thereby equal Debt and Credit in the *Leger*; and where the *personal* and *real* Accounts, concerned in the Transaction, do not, in the Articles belonging to them, make this Balance (as they will in most Cases) then some *Imaginary Account* must be used to supply the Defect.

E X P L I C A T I O N.

I. This Rule is indeed no more than a general Principle, without shewing us the particular *Imaginary Accounts* necessary in the various Cases where they are wanted. For this I shall refer to the next Chapter; and shall here only describe one of these Accounts, which is the Chief of them all, and absolutely indispensable in a regular Scheme: It is called,

Account of Profit and Loss; upon the Debtor side of which are written all Losses, and upon the Creditor side all Gains.

Thus, in the preceding Example, Cash being Debtor for the Money paid, Principal and Interest; the Borrower is Creditor for the Principal, and Profit and Loss is made Creditor for the Interest. Or if the Interest is charged on the Bor-

Borrower's Account, *Profit* and *Loss* is Creditor for it ; and upon the Payment, the Borrower is Creditor for both Principal and Interest.

Take this other *Example* ; Suppose I make a Present of Money or Goods, or the like be made to me ; the Thing received or given away must be Debtor or Creditor ; but there is no personal or real Account to balance it ; and therefore we must find an imaginary one, which is evidently the Account of *Profit* and *Loss*. See what more is said of this Account in the next Chapter.

I shall here say but this one Thing more concerning *Imaginary Accounts*, which is, That besides their general Use in preserving the Balance of Debt and Credit, you'll find them also further useful, for giving a distinct View of certain Parts and Circumstances of your Affairs ; as you see here in the Account of *Profit* and *Loss*, whose particular Use is to shew the State of Gain and Loss in the Course of your Affairs.

A general Direction for the Application of this Rule.

II. As the Application of this Rule comes in order after the Second, because *Imaginary Accounts* are sought only in defect of *Personal* and *Real Ones* ; so in finding the Debtors and Creditors of any Transaction, first apply the second Rule ; by which having found what Persons and Things are Debtors or Creditors, if these balance one another, and bring in the whole Transaction, you have done ; otherwise an *Imaginary Account* is to be sought to make up the Balance ; and here you'll find the Conveniency of marking out the Debtors and Creditors in the Manner shown above,

Transition to the next Rule.

III. Having by the second and third Rules (with what follows in the next Chapter) discovered the Debtors and Creditors of every Transaction, *i. e.* upon what Accounts, and upon what side of the Accounts, the whole or different Articles of any Transaction are to be entered in the *Leger-Book* (which must always be with a Balance ;) the last Consideration is the Stile of the *Leger-Book*, or Manner of Writing the Articles into those Accounts. Now if we suppose every Article narrated in a plain common Stile, telling for what the Account is Debtor or Creditor, with all the Circumstances ; the Use and Design of the Account is answered : But there is another and better Method deduced from the Application of Debt and Credit to all Accounts ; as in the following Rule.

R U L E IV.

Those Accounts, whose Articles of Debt and Credit, in any Transaction, do balance one another, are, in the Leger, connected together in the Stile of every Article, as mutual and correspondent Debtors and Creditors ; by writing in each of the corresponding Accounts the Name of the other, after the Particle

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To in the Debtors Account, and By in the Creditors, which connects the two; the Name of the Account, in which Articles are written, with its Quality of Debtor and Creditor, being understood as joined to, and so is read before, the Word To or By in every Article, (though it be written only once for all upon the Head of the Account.) Then, after the Name of the corresponding Creditor or Debtor, follows a brief Narration of the Fact; the Date and other Numbers being placed in their proper Columns. And now you find the Use of the Column that stands within the Money Columns, which is this, viz. to write in it the Number of the Folio where stands the corresponding Account, with which the Account, in which you write, is connected in every Article.

E X P L I C A T I O N.

I. The Debtors and Creditors being found, there can be no difficulty in making the Connection; for if the Balance is betwixt one Debtor and one Creditor, these are the connected Accounts. If there is one Debtor balanced by fundry Creditors, or contrarily, then that one is connected with each of those others; and each of these with that one. And if it happen (as you'll find some Examples in the following Books) that there are fundry Debtors, and fundry Creditors, it will be necessary to resolve it into two or more Parts, wherein there is a Balance and Connection of one Account with one, or one with fundry; but,

II. That you may clearly understand this Rule, which finishes the Entry of every Transaction in the *Leger-Book*, I shall here apply it to a few Examples, and put them in a Leger Form by themselves; and then make such Observations upon the Sense and Meaning of this Stile, and Connection, as may remove all Obscurity or Difficulty.

Exam. 1. I have bought and received from *A. B.* 10 Hhds of Tobacco, at 6l. $\frac{3}{4}$ Hd; is 60l. payable in 3 Months.

Here *A. B.* is Creditor 60l. and Tobacco Debtor 60l. which is written in the *Leger-Book* thus, viz. in *A. B.*'s Account it is, *A. B.* Creditor, By Tobacco; and in the Account of Tobacco it is, Tobacco Debtor To *A. B.* [See how this stands in the following Forms of these Accounts, which are at the End of this Section.]

Exam. 2. Sold and delivered to *M. N.* 6 Hhds of Tobacco, at 8l. $\frac{3}{4}$ Hd. is 48l. for which received in ready Money 30l. for the rest an accepted Bill on *C. D.* 18l. payable in 1 Month.

Cash is Debtor 30l. *C. D.* Debtor 18l. and Tobacco Creditor 48l. and in the *Leger* it is, Tobacco Creditor By Cash 30l. and By *C. D.* for 18l. then Cash Debtor To Tobacco 30l. and *C. D.* Debtor To Tobacco 18l. (see the following Forms.)

Exam. 3. Bought and received from *A. M.* 30 Barrels of Salmon, at 2l. $\frac{3}{4}$ Barrel, is 60l. whereof paid in Cash 20l. the Remainder 40l. payable in 2 Months.

Salmon is Debtor 60l. Cash Creditor 20l. and *A. M.* Creditor 40l. which in the *Leger* is written thus, Salmon Debtor To Cash 20l. and To *A. M.*

40l. then, *Cash* Creditor By *Salmon* 20l. and *A. M.* Creditor By *Salmon* 40l. (see the Forms.)

Exam. 4. I have indorsed the accepted Bill I had upon *C. D.* for 18l. to *A. B.* in part of Payment of what I owe him.

Here *A. B.* is to be made Debtor for 18l. and *C. D.* Creditor 18l. and in the *Leger* it is, *A. B.* Debtor To *C. D.* and *C. D.* Creditor By *A. B.*

III. As to this *Stile*, whereby the several Accounts are connected, as corresponding Debtors and Creditors in every Transaction, observe, That it is at the Bottom nothing but a mere *Stile*, which makes no Alteration in the Nature and Use of the Accounts; being contrived only for a neater and shorter Narration of the Grounds of the *Debt* and *Credit* placed upon every Account; and for making a more distinct Reference from one Account to another, which are concerned in the same Transaction [and to the opposite Sides of which the same Article would be placed by *Rule 2d.* and *3d.* without regard to this *Stile*] so that the Connection is purely arbitrary and artificial. But to leave no Obscurity, I shall consider the Sense of it a little more particularly; thus,

1. For *Personal Accounts*. As Debtor and Creditor have their proper Application here, so the Articles on a Personal Account in my *Leger* are understood to be owing to or by me in the proper and legal Sense; the other Subject with which the Account is connected, as its correspondent Debtor or Creditor, being so only as it is the Account, upon whose opposite Side the same Article must be written, by the Nature of the Transaction, and the preceding Rules; which happens for no other Reason, with respect to the Connection of personal Accounts with other personal Accounts, or real Ones, but that what is placed on the one Account is the Ground and Cause (immediately or mediately) of what is placed upon the opposite Side of the other.

For *Example*, If a Person is made Debtor to any Thing, or real Account, this Connection expresses only, that the Debt arises from that Thing, *i. e.* that it is for some Quantity of that Thing (or for the Use of it) given either to this Person, or to some other who gives me this Person Debtor for it. And if a Person is Creditor by a real Account, it expresses that this Credit comes upon account of that Thing, which is received either from this Person, or from another to whom I am made Debtor for it, either by Bill drawn on me to him, or by me on him; or it may be an Article of Expenses on that Thing due or payable to that Person; so that *A. B.* Debtor to, or Creditor by *Cash*, or *Wine*, is in Effect the same Thing as Debtor or Creditor to me for *Cash* or *Wine*. Again, if one Person is made Debtor to, or Creditor by another, it's not to be taken in the literal Sense, as expressing a Debt really and properly due by that one to the other; for, what have I to do with such a Thing in my Books? The Meaning is no more, than that the one Person is Debtor to me, and I Debtor for the same Thing to the other (either in the more strict or more general Sense) the one Debt being the Ground and Cause of the other; as when one Person pays a Debt he owes me by a Bill upon another, or when I pay a Debt the same way.

For

2. For *Real Accounts*. In what Sense *Debt* and *Credit* are applied here, has been already sufficiently explained; and for the *Stile*, it is to be taken in the general Sense before mentioned, as signifying only that the Entry made upon each Account, is the Ground and Cause of what is made upon the other. For *Example*, When one Thing is received for another, the Thing received is *Debtor*, and the other *Creditor*; and the Connection has no other Meaning, but that the one is exchanged for the other. And if a *Real Account* is *Debtor* to, or *Creditor* by a *Person*, it signifies that that *Person* is *Debtor* to me, or I to him, for the Article enter'd upon this *Real Account*. (See what's before said upon *Personal Accounts*.)

IV. *Some Directions subsidiary to the preceding Rule.*

1. Some consider the *Leger-Book* as only an universal Index of a *Man's Business*; wherein, if all that belongs to each Account is fairly placed, though no more be written than the Name of the corresponding Accounts, and the Numbers in their proper Columns, the End, they think, is sufficiently answered; because the Balance or final State of the Account, will as easily appear as if there were more particular Narrations; and for the Circumstances at large, they leave them to be sought in the *Waste-Book* (or *Journal* after described.) Others, though they do not make the Rule so narrow, yet they limit the Narration of every Article to one Line.

But these Rules are arbitrary, and at every one's Choice; the first, I think, makes the *Leger-Book* too short and obscure; and leaves us, in most Cases, too troublesome a Reference to the *Waste* or *Journal-Book*, for understanding the Circumstances of Articles written in the *Leger Accounts*. If the Page is broad (as *Leger-Books* commonly are upon very large Paper) one Line may contain all that's necessary to be narrated: Concerning which, I shall only say, that besides the Date, the Name of the corresponding Account, with the Reference Number, and the Sums of Money, which are necessary in all Accounts, and the Quantity in an Account of Goods; as much more ought to be narrated, as is necessary to bring to his Memory, who is the Keeper or Owner of the Books, the other particular Circumstances.

In a *Real Account*, the Things mentioned will be generally sufficient; and for the *Cash Account*, there needs no Narration, but the Name of the corresponding Account; nor in the *Profit* and *Loss Account*; that being sufficient to answer their End. For a *Personal Account*, the Term of Payment is a proper Circumstance to be mentioned in it: And as a *Person* may be *Debtor* to, or *Creditor* by, a *Real Account* which is not the immediate Ground of his Debt or Credit, as when this comes by a Bill drawn on him; it will be fit, in these Cases, to add the Words, *By Bill*, which will explain the Reason of the Connection; and where this is not said, it's to be understood, that the Thing connected with the *Person's Account*, was received from or given to him, or otherwise immediately the Ground of his Debt or Credit. In the next Chapter I shall remark what is further necessary, in the several particular Accounts there described.

2. When one Account is balanced by sundry, *i. e.* when one is Debtor or Creditor for a Sum, and sundry Accounts Creditors or Debtors for the Parts of that Sum, there are several Ways of writing in the *Leger* upon that one Account: The Writing in these particular Accounts, connected with that one, being still the same, according to the general Rule. (1.) One is, to place each of the Articles in a separate Line, as I have done in the preceding Examples, and in the following *Leger-Book*, Number I. (2.) Another common Method is, to write only *To* or *By* *sundry Accounts*, drawing out the whole Sum, without distinguishing the particular corresponding Accounts, leaving these to be known from the *Journal*. This Method is, in my Opinion, too short. Instead of it, (3.) I'd rather name the particular corresponding Accounts, one after another, in a Line, without distinguishing their particular Sums, and draw out the total Sum. (4.) There is still another Method founded upon this, That all the Accounts in the *Leger-Book* are numbered from the Beginning, in Order, 1, 2, 3, 4, &c. Then when one Account is balanced by sundry, write *To* or *By* *Sundry*; and after this write in Order, the Numbers of the particular Accounts; and so they are easily found without help of the *Journal*.

OBSERVE, That in all these Methods, except the first, the Use of the Reference Column is lost for such Cases. In the second Method you may, after the Words, *Sundry Accounts*, write, in Order, the Number of the Folios where the corresponding Accounts stand; and though this will not direct particularly to the Account, when it stands in the same Folio with other Accounts; yet, by the Date of the Article, and the opposite Reference on that Account, it will be soon discovered. In the third Method, let the Number of the Folios where the particular Accounts stand, be written after each of their Names. In the fourth Method, the Number of the Account will easily direct to it; but it will be more easily found, if we also write the Number of the Folio where it stands; and to do this most conveniently, write the Number of the Folio over the Number of the Account, or one after another.

OBSERVE in the last Place, That a Column for the References is not necessary in any Method; for the only Reason of gathering Numbers into Columns, is when they are to be added into one Sum; which is not the Case with these Numbers: And therefore, that Column needs not be made in the *Leger*, but the Reference Number written after the Name of the Account to which it refers; and if all the Accounts are numbered, you may write also the Number of the Account under the other Number, or before or after it.

The following *Leger-Book*, N^o. I. is filled up after the first Method, with a Reference Column. The *Leger-Book*, N^o. II. is filled up according to the fourth Method, without a Reference Column.

						l.	s.	d.
1729.		A. B.	Dr.					
May	10	To C. D. for Bill on C. D. indorsed to him —				18		
1729.		Tobacco.	Dr.	Hbds.				
May	4	To A. B. at 6 l. per Hogsh.		10		60		
1729.		Cash.	Dr.					
May	6	To Tobacco —————				30		
1729.		C. D.	Dr.					
May	6	To Tobacco, per Bill of M. N. payable in 1 Month				18		
1729.		Salmons	Dr.	Barrels				
May	7	To Cash, } at 2 l. per Barrel — —		30		20		
		To A. M. }				40		
		Or Thus,						
		To Sundry (N ^{rs} .) at 2 l. per Barrel		30		60		
		A. M.	Dr.					

or Merchants Accounts.

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						l.	s.	d.
1729.		A. B.	Cr.					
May	4	By Tobacco, payable in 3 Months ———				60		
1729.		Tobacco.	Cr.	<i>Hbds.</i>				
May	6	By Cash, } at 8 l. per Hoghead ———		6		30		
		By C. D. } Or Thus,				18		
		By Sundry, (N ^{rs} .) at 8 l. per Hhd.		6		48		
1729.		Cash.	Cr.					
May	7	By Salmons ———				20		
1729.		C. D.	Cr.					
May	10	By A. B. for his Bill indorfed to A. B. ———				18		
		Salmons	Cr.	<i>Barrels</i>				
1729.		A. M.	Cr.					
May	7	By Salmons, payable in 2 Months ———				40		

S E C T. IV.

Containing some general Reflections upon, and a brief Recapitulation of the preceding Rules of the Leger; with a Description of two chief subservient Books.

WE have now seen all the general and fundamental Rules of the *Leger-Book*; and, perhaps, it will not be useless to make these general Reflections upon, and brief Recapitulation of them.

1. The first Rule expresses the first general Principle of Accounts, *viz.* having distinct Accounts for particular Subjects; but gives us no Direction for particular Cases or Questions in Business.

2. The second Rule comprehends the first; and carries it further, by shewing us the Form of Accounts, in the Distinction of two Parts, under the Notion of Debtor and Creditor; so that the Comparison of these different Parts shews the State of the Account, and is a particular Direction for the Use or Way of making up *Personal* and *Real Accounts*; teaching us to know in every Transaction, how it is to be placed to the Accounts of the Persons and Things mentioned: For the Application of which, it's fit that a Learner proceed orderly, by considering, first the *Persons* mentioned, and then the *Things*, one by one; and comparing the Fact narrated with the Rule; which will shew him what's to be done.

3. The third Rule carries the Method further, by requiring a Balance of Debt and Credit, for every Article enter'd in the *Leger-Book* (for the sake of the useful Consequences of such a Balance.) The general Application of which, in the Discovery of the Debtors and Creditors of every Transaction, is this, *viz.* Having discovered the *Personal* and *Real* Debtors and Creditors, by Rule II. if they comprehend the whole Case, and contain a Balance of Debt and Credit, there is no more to be done: Otherwise, some *Imaginary Account* is to be used, for supplying the Defect. And of all these, the most universally useful is the Account of *Profit and Loss*; which is Debtor for all Losses, and Creditor for all Gains. Other *Imaginary Accounts*, with further Directions concerning *Personal* and *Real Accounts*, you'll find in the next Chapter.

4. Having discovered the Debtors and Creditors, *i. e.* the several Accounts, and the Sides of them, upon which the Transaction is to be placed in the *Leger*, in writing them there,

The fourth Rule is this, *viz.* To connect these, in the Style, as corresponding Debtors and Creditors, which are found Debtors and Creditors for the same Article in every Account; expressing briefly the Circumstances that relate to the End of that Account. And when an Article on one Account is balanced by the Articles of several other Accounts, follow any of the Methods already explained.

5. It is now, after all, evident, that the great Difficulty of the Application lies in discovering the Debtors and Creditors of any Transaction, *i. e.* finding upon what Accounts, and what Sides of the Accounts, the Transaction, or any Article of it, is to be enter'd; for which, the preceding *Rule II.* is the principal one; as it is a complete general Rule for the Accounts of *Persons* and *Things*; which are the true and essential Subjects of Business. What further Instructions are necessary for the Invention and forming of Accounts, shall be delivered in the next Chapter.

6. The last *Reflection* I shall make, is, That in however easy a Sense the Notion of Debt and Credit is transferred from *Persons* to *Things*, yet as it is not essentially imply'd in the Nature and Design of these Accounts, the Application is still to be considered as Artificial. And because the Money (which is the *Medium*, by which all Things are valued, and, as it were, the final Subject of all Accounts) is, in the Course of Business, continually passing from one Subject to another, according as they come in Place of one another, by a mutual Exchange of Things, or by Persons becoming Debtors or Creditors for them, or in Place of other Persons; hence, I judge, has been taken the first Hint of the Application of Debt and Credit to other Subjects than Persons, and of the Stile and Connection of all Accounts, as corresponding Debtors and Creditors, according as they come in Place of one another; this Stile and Connection being the Consequence of the Application of Debt and Credit to all Accounts; as that Application has also been contrived for the sake of this Connection, and the mutual Charge and Discharge of Accounts: For the Notion of Debt and Credit (as explained in *Rule II.*) is applied to all Accounts, so as to respect me as the corresponding Debtor or Creditor, in the *primary* Sense; yet in a *secondary* Sense, they have a mutual Respect to one another; as what is placed upon one Account, on the Debtor or Creditor Side, is the Ground and Cause of what is placed upon another, upon the opposite Side (according to the *primary* Sense of their Debt and Credit) and so is the Foundation of this Connection; which being universally preserved, by the Balance of Debt and Credit, by Means of *imaginary* Accounts, affords a curious Proof of the Whole; as you'll learn in *Chapter III.*

Of the Leger INDEX.

This is a Book divided Alphabetically, *i. e.* so many Pages as you think fit, are assigned to every Letter of the Alphabet, which is marked at the Beginning of the Division: And under each Letter are written the Names of the Accounts, in the Leger, in Order as they are begun or opened; each in the Space belonging to that Letter with which the Name of the Account begins; and commonly it is the Letter of a *Man's* Surname, and of the proper Name of a Thing. For Example, *John Gordon* is put at G. and *Claret Wine* at C. unless all Kinds of Wine be comprehended in one Account; and then we take the Letter of the common Name, *W.* for *Wine*: And the Number of the Leger *Folio*, where the Account stands (or begins) is marked here with its Name;

the Use of which is, that we may readily find where any Account stands in the *Leger*. But this *Index* must also be contrived so as we can readily find where every Letter stands; which is very conveniently done thus: Cut away the Breadth of a Capital Letter from the first Leaf, length-wise, and upon the external Edge of the next Leaf write the Letter *A*, and assign the two Pages of the first Opening, to that Letter: Or you may write two or more Letters upon the second Leaf; and divide the Folio into as many Parts to serve all these Letters. Then, from the Leaf upon which the first Letters are written, cut off as much below them; and upon the next Leaf write as many Letters, and divide the next Folio for these Letters; and so on till you have all the Letters: And by this Means, without opening the Book, you'll see where each Letter is to be found.

Now more particularly, for the right using of the *Index*, take this *Direction*: When any Transaction is to be entered in the *Leger*, consult the *Index*, to know where the Accounts that are Debtors and Creditors stand; if these Accounts are already opened, then enter the Transaction on the proper Side of each: But if any of these Debtors and Creditors have no Account yet opened (as it happens particularly at the Beginning or first Opening of the *Leger*) then turn to the first empty Place of the *Leger*, and open Accounts for such of those Debtors and Creditors as yet have none; *that is*, separate a certain Space from the rest, beginning where the last Account in the *Leger* ends; and make it as large as you think fit; upon the Head of it write the Name of the Account, both on Debtor and Creditor Sides: As soon as this is done, enter it in the *Index*, as already explained; this will direct you to it when you have Use for it again: Then enter your Transaction. And be sure that you go not backwards to open an Account upon a Part of the Space that has been already assigned to another Account; for this breeds Confusion, and may be suspected: But let Accounts, in the *Leger*, follow each other in Order, as they occur in the *Journal*, uninterruptedly. The same Subject must never have two Spaces or Accounts open at once; to prevent which, and for finding the Accounts readily, the *Index* is designed.

Of the JOURNAL.

It has been already observed, That the *Waste-Book* is plainly a *Journal*, *i. e.* a *Day-Book*: But to distinguish two Books, which agree in this Respect, that they are both properly *Day-Books*; the one is called the *Waste-Book*, and the other the *Journal*; which, in as far as it differs from the *Waste-Book*, is only a Book of *Aid* to the *Leger*. I shall here explain two different Methods of a *Journal*; (1.) That which has been hitherto more commonly used, and was the first Invention. And, (2.) A new *Method*, which I have found practised by some eminent Traders; and which, in my Opinion, is the preferable One; as the Comparison and Reasons following will shew.

First Method.

This first Method is a complete Transcript of the *Waste-Book*, in the same Order of Time, but in a different Stile: For the *Waste-Book* expresses every Transaction in a simple Narration of what's done; but the *Journal* distinguishes the Debtors and Creditors, as a Preparation for the *Leger*; thus, When any Transaction is to be transported from the *Waste-Book* into the *Journal-Book*, we examine it, by the Rules of the *Leger*, as if it were to be entered immediately there; and finding the Debtors and Creditors to which it belongs, these are distinctly marked by their Denominations of Debtor and Creditor, in the Stile of the *Journal*; at least, the Accounts that are Debtors, are expressly so named; and by their being directly connected Debtor to some other Accounts, these are sufficiently determined to be the Creditors, though the Word *Creditor* is not written.

Three Examples will completely shew the Practice of this Method: For there is either but one Debtor and one Creditor, or one Debtor or Creditor balanced by fundry Creditors or Debtors; which will comprehend all the Variety in the Manner of writing in this Book.

<i>Waste-Book.</i>	<i>l.</i>	<i>s.</i>	<i>d.</i>	<i>Journal-Book.</i>	<i>l.</i>	<i>s.</i>	<i>d.</i>
<i>Exam. 1.</i> Bought and Received of <i>A. B.</i> 10 Hhds. of <i>Claret Wine</i> , payable in 3 Months — — — — —	90			<i>Claret Wine</i> , Debtor to <i>A. B.</i> for 10 Hhds. Bought and Received of him, payable in 3 Months — — — — —	90		
<i>Exam. 2.</i> Bought and Received of <i>L. M.</i> 10 Pieces of <i>Broad Cloth</i> , containing 40 Yds. each, at 12 <i>s.</i> per Yd. is 240 <i>l.</i> whereof Paid in Cash — — — 100 <i>l.</i> The Remainder payable in 6 Months — — — 140 240	240			7 <i>Broad Cloth</i> , Debtor to <i>Sundry Accounts</i> for 10 Pcs. 40 Yds. each, at 12 <i>s.</i> is 240 <i>l.</i> Bought and Received of <i>L. M.</i> viz. 1 <i>Cash</i> , — — — — — 100 <i>l.</i> 4 <i>L. M.</i> (in 6 M ^o .) 140 240	240		
<i>Exam 3.</i> Sold and Deliver'd to <i>B. C.</i> 6 Hhds. <i>Claret Wine</i> , at 13 <i>l.</i> per Hhd. is 78 <i>l.</i> whereof Paid in Cash — — — 28 <i>l.</i> The Remainder payable in 2 Months — — — 50 78	78			2 <i>Sundry Accounts</i> , are Drs. to <i>Claret Wine</i> , for 6 Hhds. at 13 <i>l.</i> per Hhd. is 78 <i>l.</i> Sold and Deliver'd to <i>B. C.</i> viz. 1 <i>Cash</i> , — — — — — 28 <i>l.</i> 2 <i>Drs.</i> } <i>B. C.</i> payable in 2 Months — — — 50 78	78		

The

The Debtors and Creditors being thus marked in the *Journal*, the Transactions are transferred from this into the *Leger*, upon the several Accounts marked Debtors and Creditors in the *Journal*, according to the Connection there expressed; and upon the Margin of this Book are marked the Numbers of the *Leger* Folio, where the several Accounts stand; each Number in the same Line with the Name of the Account it belongs to; and if there is but one Debtor and one Creditor, which are therefore always in one Line, write the Debtor's Number above the Creditor's (thus you are to understand the Figures on the *Journal* Margin of the preceding Examples.) And this is useful for comparing the *Journal* and *Leger*, that we need not be troubled to use the *Index* (which is designed only to find an Account in the *Leger*, when we have no Business with the *Journal*.) And then it serves to shew us how far the *Journal* is transferred into the *Leger*, by marking these Numbers as soon as every Transaction is transferred.

The Design of this Book is to prevent Errors in the *Leger*, and to be a Help for the more easy proving, that what's entered in the *Leger* is right; or discovering and correcting the Errors of it. For, the *Leger* being the principal Book, must be filled up with the greatest Care and Attention; and therefore it has been thought necessary first to mark the Debtors and Creditors in a *Journal*; and then by transferring from this Book into the *Leger*, there is an Occasion of considering the Thing once more, before it enter the *Leger*; wherefore before it be transferred, we ought again to examine whether the Debtors and Creditors are right in the *Journal*.

Again, by having the Debtors and Creditors marked, and distinguished in the *Journal*, we can more easily examine the *Leger*, and be satisfied of what's right, or discover what's wrong in it; as the Practice will make evident. For suppose you have only a *Waste-Book*, from which Things are transferred immediately into the *Leger*, it's plain, that when you come afterwards to examine and prove the *Leger*, you must first consider the Transaction as it is narrated in the *Waste-Book*, and see what the Debtors and Creditors ought to be (as you did at first when you transferred it into the *Leger*) then compare the *Leger* with these Debtors and Creditors; and if this must be done in examining of every Transaction, it is thought the better Way to do it all together in a *Journal*.

Now observe, that to answer this End, it seems plainly sufficient, to mark out the Debtors and Creditors, without repeating the whole Narration; which is the Foundation of the second Method of the *Journal*.

Second Method of the Journal.

Make a complete Transcript of the *Waste-Book*, without any Alteration, leaving upon the left Side of every Page a large Margin, about a third Part of the Page; upon which Margin, against every Transaction, write the Names of the Debtors and Creditors of that Transaction, with their Titles of Debtor and Creditor, and Sums of Money; and observe, that where there are
sundry

sundry Debtors or Creditors to one Creditor or Debtor, you must write the Names of these *sundry* next each other, and the Name of the one corresponding Debtor or Creditor against the Total of the other Sums, and so the Balance and Connection appears at sight. Then, when the Transaction is transferred to the *Leger*, write upon this Margin the Numbers of the Folios where the Accounts stand in the *Leger*; for the same Purposes mentioned already in explaining the other Method of a *Journal*.

This Book you may call either the *Waste-Book* or *Journal*, because, indeed, it is both; not only as every *Waste-Book* is really a *Journal*; but as there is here also all that distinguishes a *Waste-Book* and *Journal*.

The preceding Examples, put in this Form, will sufficiently shew it; where observe, that the Figures set on the left of each Name, are the Numbers of the Folio's of the *Leger* where these Accounts are supposed to stand.

		l.	s.	d.		l.	s.	d.
2	Dr. Claret Wine ————	90			Exam. 1. Bought and received of A. B. 10 Hds of Claret Wine, payable in 3 Months ————	90		
1	Cr. A. B. ————							
<hr/>								
1	Drs. { Cash, ————	28			Exam. 2. Sold and delivered to B. C. 6 Hds Claret Wine, at 13 l. $\frac{7}{8}$ Hd, is 78 l. whereof Paid in Cash ———— 28 l. The Remainder payable in 2 Months — 50	78		
2		{ B. C. ————	50					
2	Cr. Claret Wine ————	78						
<hr/>								
1	Crs. { Cash, ————	100			Exam. 3. Bought and Received of L. M. 10 Pieces of Broad-Cloth, containing 40 Yards each, at 12 s. is 240 l. whereof Paid in Cash ———— 100 l. The Remainder payable in 6 Months — 140	240		
4		{ L. M. ————	140					
7	Dr. Broad-Cloth ————	240						
<hr/>								

It has been already said, that when a Transaction is so Complex as to have sundry Debtors, and sundry Creditors, it must be resolved into two or more Parts, in each of which the Balance is betwixt one Debtor and one Creditor, or one Debtor or Creditor and sundry Creditors or Debtors. Accordingly, these different Connections and Balances of Debtor and Creditor must be distinctly marked on the Margin. Examples of this you'll find in the following *Waste-Book* or *Journal*, N^o. II.

Again observe, That if the Name of an Account is long, it may be contracted on this Margin (though it must be at length in the *Leger*) as you find done in the following *Journal*, N^o. II.

Now the Reasons why I think this Method preferable, are these.

1st. If the Copy of the *Waste-Book*, or *Memorial*, that is first written, is made so fair and clean, as there be no need of making another Copy; then it's plain that, as the marking of the Debtors and Creditors on the Margin answers the same Purpose as the first Method of a *Journal*; so it is very much shorter; unless instead of the *Waste-Book* you would make a *Journal* (in the first Method) your first and only *Memorial Book*; but this would by no Means be convenient, because the Discovery of the true Debtors and Creditors being the great Difficulty, must not be done in a Hurry; as this Method would often occasion. Or if, to prevent this Effect, the *Journal* is filled up more slowly, then there is danger of forgetting; and therefore it's necessary that a plain and simple *Memorial* be taken Day by Day, and as soon after every Transaction is finished as possible; and consequently the *Marginal Journal*, as it is the shortest, and serves the same Purpose equally, is preferable.

2^d. Again observe, That where there is a great deal of Business, and several Persons employed about it, the first Copy that's made of the *Waste* or *Memorial Book*, will be filled up by different Hands; every one writing in it as different Accidents call them to it. In this Case 'tis indispensable that there be a fair and clean Copy of this Book written with one Hand.

Now in transcribing this Book, you may either chuse to form it at once into a *Journal*, according to the first Method; (for to copy the *Waste-Book* simply, and then make a separate *Journal*, are not both necessary) or make a simple Copy of the *Waste-Book*, with a Margin for the Debtors and Creditors. As to these Methods, observe, that there will be less writing in the first (where you do not take a simple Copy of the *Waste-Book*, and a separate *Journal* too.) Yet I would prefer the last for these Reasons, that the first does in many Cases occasion an unavoidable Confusion in the Narration; whereas in the other Method you have the Transaction narrated in the simple and natural Manner, without any Art, so as it is obvious to every one who can read it; which the other is not.

Again, as any Body who writes fair and correct, is capable to make a right Copy of the *Waste-Book*, who yet could not make up the *Journal*; the Book-keeper, whose Principal Task is the *Journal* (in so far as it differs from the *Waste-Book*) and the *Leger*, may be saved the Trouble of writing the *Waste-Book*, where you have others that can conveniently do it; by which means
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he will have more Time and Leisure for filling up the *Leger*, and the Debtors and Creditors on the Margin of the *Waste-Book*; which is also to be left upon him.

Observe also, That though a Copy of the *Waste-Book*, and a separate *Journal*, are not both of absolute Necessity, yet the Convenience of having a fair Record in the simple narrative Stile, has made Merchants generally chuse, when the first Copy of the *Memorial* is not fair and clean, to make both such a Copy of it simply, and a separate *Journal*; but it's manifest that a simple Copy of the *Waste-Book*, with the Debtors and Creditors marked on the Margin, is here also preferable, as before when we supposed but one Copy of the *Waste-Book* necessary.

C H A P. II.

Containing more particular Instructions for the Formation and Use of Accounts in the Leger.

S E C T. I.

Introduction, concerning the Method of these Instructions; with some general Directions.

THE preceding Chapter contains the fundamental Principles, and Rules of the *Leger*; which are never to be transgressed, but in every Case to be applied, either in a more general or particular Manner: You must therefore take care to remember, and have them always in View. But then as to the complete Application of them, there remain several Things to be yet explained; and that we may have first a general Idea of what's further necessary, consider, that all *Accounts* belong to one of these three Classes, *Personal*, *Real*, or *Imaginary*; and accordingly all the further Instruction that needs, or can be added, for finding the Debtors and Creditors (*i. e.* where any Transaction is to be placed in the *Leger-Book*) relates to these two Parts, *viz.*

1. The Invention of *Imaginary* Accounts for satisfying the third general Rule.
2. Particular Accommodations of the second general Rule for *Personal* and *Real* Accounts to some particular Cases; either in the limiting of them to particular Conditions, or extending them so as to comprehend several like Subjects

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under a common Name; and sometimes by a Mixture of both, in different Respects. The Consequence of which you'll see in what follows.

Before I proceed further in those particular Instructions, I shall here make a short Reflection upon the Method of Instruction as to the *Leger-Book*, which has hitherto universally obtained, among our *English* Writers on this Subject; that the Difference of that, and what I have chosen, may more clearly appear. Their Method is this.

After such a very general Description of the *Leger-Book*, and of the Notion of Debt and Credit, as I could never think sufficient to give the Learner a clear and perfect Idea of the Principles, and Reason of this Method; they reduce all their other particular Instructions and Rules to certain Heads, and Branches of Business (which is so far right :) And then, in the Way of Question and Answer, they shew what Accounts are to be made Debtors, and what Creditors, in the various Cases and Transactions that most commonly occur under each of those Heads.

Now, though this Method seems to be very plain, and adapted to Learners, yet that it is both unreasonably tedious and obscure, will easily appear, when we consider, that a very few general Rules comprehend all those Cases, in such a Manner as to make the Sense and Reason of what's to be done much more clear and obvious. Thus, for Example, one general Rule for the Use of *Personal* and *Real Accounts*, is a complete Instruction, for finding which of the *Persons* and *Things* concerned in any Transaction, are Debtors and Creditors. And though the corresponding opposite Debtors and Creditors (which make the Balance) are not expressed directly in that Rule, yet they are found by the Application of it, in all Cases where the *Personal* and *Real Accounts* concerned are Debtors or Creditors for the same Articles; and so this one Rule comprehends a great many Cases; and (after the Explication of the fundamental Principles and Reasons of this Method, given in the preceding Chapter) is a complete and plain Instruction for them all; which saves the Memory the Burden of so many particular Rules. If these particular Cases were only brought as Examples, and Applications of a general Rule, which is first completely explained, the Method were more tolerable: But without this it's not only tedious but obscure; because the Reason of all those particular Rules is contained, and must be sought in the general Principles and Use of the several Kinds of Accounts. For as the Work of the *Leger* is the forming of Accounts for different Subjects; so till one has a distinct Idea of the different Kinds of Accounts, he can find nothing but Obscurity and Confusion, in a Multitude of particular Questions, answered in this Manner; whereas, after a clear, general Notion of the Nature and End of Accounts, and a distinct Description of the Use of the several Kinds of Accounts, as they are applicable in general, and also in different Parts and Branches of Business, such a Detail of Cases and Applications is altogether superfluous: And as every Thing ought to be done with a sufficient Reason, so I shall here once for all

OBSERVE, That the Reason of making any Account, in any Case, Debtor or Creditor, is, that that particular Case or Article, falls within the Use of that Account, accord-

according to the Description of it; and again, the Reasonableness of forming such an Account, is to be sought in its answering the Design of Book-keeping, by representing such a particular Part of our Affairs in a clear and distinct State.

Therefore as I have in the preceding Chapter laid the Foundation of a perfect Knowledge of this Art, in a complete Explication of the general Principles and Rules; the Method I am to take in what's further necessary, is, to give you, under distinct proper Heads, a general View of Transactions of Trade; and shew what Accounts, for recording those Transactions, are to be opened in the *Leger*; and how they are to be used, *i. e.* what they ought to shew on the Debtor, and what on the Creditor side; by which means you'll have a short, easy, and distinct Scheme of Accounts under every separate Branch of Business; and can with Ease and Understanding, find, in any particular Case, under those Heads, the true Debtors and Creditors, *i. e.* the Accounts, and side of the Accounts to which that Case relates; and the Connection of the Accounts follows of course, according to what has been explained in the preceding Chapter.

Such particular *Notes and Directions*, and even particular Cases, as may be proper to make the Nature and Use of some Accounts more plain, shall be added in their Places; but the Names and Uses of the several Accounts are to be well remembred as *general Rules*.

If, after all that I have said in Vindication of the Plan I have chosen, there may be some who would wish to be instructed in the *Catechetical Way*; I must say this to them, that if they mean to fall to work, without laying any Foundation of general Principles, they propose a very unreasonable Thing; but if they'll first study these, as they are explained in the first Chapter, then they may go on to the Comparison of the Books of Accounts; and as there is a great Variety of Examples of Business in the two *Waste-Books*, they may consider those as so many *Questions* proposed, in order to find the Debtors and Creditors; (which is the Purpose of all the tedious Instructions given in the Way of Question and Answer) and in the *Journal* they have the Solutions. But to put them in a better Way with this, I have after the second *Leger-Book* added a *Table* of all the Variety of Cases contained in the preceding *Waste-Books*, digested under distinct Heads, with the Dates, where Examples of these Cases may be found in the *Waste-Book*. But, if they'll take my Advice, the more rational and effectual Way will be, to read the Instructions of this Chapter, and compare the Books along with them, according to the following Directions.

Some may, perhaps, say, I have complained of the tedious Instructions of other Authors, and yet have made a larger Treatise than most others. To which I answer, That I have complained of their saying Little in a very tedious Method; while, at the same Time, they have neglected the more solid and rational Part of the Instruction, and are also deficient in many useful Particulars. I have, indeed, made a pretty large Treatise, larger, perhaps, than those of some others of whom I complain; but then I hope it will be found, that I have done much more in the same Bulk; and in a Way more

proper to bring a Learner to a clear, exact, and comprehensive Judgment of the whole Art.

The General Division of Business is into these three Branches.

I. *Proper Trade*, which is for a Man's own proper Account, and Behoof; and this again is distinguished into *Domestick*, which is managed by himself or his Domestick Servants; and *Foreign*, which is managed by *Factors*, who serve him in Commission.

II. *Factorage*; which a Man manages as Factor for another.

OBSERVE, Though the Materials of proper Foreign and Factorage Accounts, are the same, yet they must be separately considered, as they stand in the Employers and Factors Books.

III. *Company or Partnership*; which is for the joint Account of several Partners.

As all Transactions belong to one of these Heads; so, under each of them, you'll find, in what follows, all the Instructions which, with the preceding general Rules, are necessary, for placing every particular Transaction in the *Leger-Book*. And for the Learner's more distinct and ready Application of them, let him take these

General DIRECTIONS.

1. Carefully read over what's explained under every Head, with the Description of the several *Accounts*, so as to fix in your Memory, at least the Titles and Denominations of these *Accounts*; by which Means you'll readily know where to seek any particular Instruction you want. And it will still be better, if you can also remember the Descriptions and Uses of the *Accounts*; but this will come by Degrees through Practice and Experience. And as I now suppose a Learner, after having read and understood the general Rules in the former Chapter, set down to examine, and find the Debtors and Creditors in the following *Waste-Books*, in order to transfer them to the *Leger*; that he may apply what is in this second Chapter more easily and effectually, let him first read over what relates to proper *Domestick Trade*, then begin his Work, and go on till he meets with something relating to proper *Foreign Trade*; then read over what's explained under that Head, and go on till he meets with something relating to *Factorage*; and after that to *Partnership*; for in that Order I have gradually brought in Things in the following Books.

2. Consider carefully the precise Matter of Fact of every Transaction; or, the Thing narrated as then done (*viz.* at the Date of the Transaction) or then first mentioned as done, or advised of by your Doers and Correspondents; for this is the Thing to be now entered in the *Leger*; and if any Thing which was formerly done or advised of, is mentioned in any Transaction, because of its Connection with the present Fact or Advice, then to be sure it was (or ought to have been) entered when it was first mentioned or advised of. And, to have done, as it is necessary to have in your View at once, all the *Accounts* belonging to any particular Branch of Business; so it's fit always to consider the last

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Step or Transaction enter'd in those *Accounts*; because to know how the last Entry was made, will frequently be useful for discovering what is next to be done; so that as the State of Affairs changes, and *Accounts* come in Place of one another, they may be mutually *charged* and *discharged*.

As to the Connection of the *Accounts*, or the Debtors and Creditors, after they are separately discovered, enough has been said already.

S E C T. II.

Accounts for Proper Trade.

ARTICLE I. *How the Leger is opened or begun in placing the Inventory.*

THE first Thing that occurs in a Merchant's *Waste-Book*, is his *Inventory*; which consists of these two distinct Parts, viz. His *Effects*, including the Debts owing to him; then the Debts owing by him. By the *General Rules*, we know that each *Person*, in the *Inventory*, must have an *Account*, in which he is Debtor for what he owes me, or Creditor for what I owe him; and every Thing in it must have an *Account*, and must be made Debtor for what is now on Hand; but the Question is, *What is the corresponding Debtor and Creditor* to keep the Balance? for here I don't consider the Grounds of these *Debts* and *Credits*; and mind only, that such *Effects* belong to me; and that there are such Articles of *Debt* and *Credit* betwixt those Persons and me, which are to be vouched by proper Documents; or they are, perhaps, the Balance of a former *Account*; therefore we are to form some *Imaginary Account*, for preserving the Balance of the *Leger*; and this we call *Stock-Account*, to be used according to this Description.

Stock-Account, is,

DEBTOR, for all that I owe by the *Inventory*.

CREDITOR, for all my *Effects* on Hand, and the Debts owing to me, by the *Inventory*.

The corresponding Creditors and Debtors are the several Subjects that compose the *Inventory*.

This *Account* may be conceived as representing the Owner of the Books, as in its Nature it really does, and is therefore opposite to all other *Accounts*; for the Articles on the Debtor Side are owing by him, and those on the Creditor are owing to him. But in every other *Account* the Articles on the Debtor Side are owing to him, and those on the Creditor owing by him, or what the Subject has yielded him.

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The Use of this *Stock-Account* is chiefly to preserve the Balance of the *Leger*. And if you enter the several Articles particularly on it, then your *Inventory* will appear fully in this *Account*: But this being already in the *Waste-Book* and *Journal*, you may rather make the *Stock* Debtor to, and Creditor by *Sundry Accounts* for the Total Sum; and refer to the *Waste* or *Journal* for the Particulars: But still be sure that every Article be entered separately on the several particular Accounts to which they relate; and make them Debtors to, or Creditors by *Stock*.

This being done, the *Leger* is fairly begun; what new *Accounts* occur in the Course of your Business being opened gradually as they happen. And thus you have an Idea of the Opening and Spreading of a Regular *Account*; for the Whole is but one *Account*, as it relates to the Owner, whose several Members make particular *Accounts*, as they relate to the different Subjects of his Trade and Correspondence.

The Definition given, is sufficient to shew the Use of the *Stock-Account*: And as for the various Denominations of *Accounts*, under which the different Articles of a Man's *Inventory* may best be brought, these you'll learn from the particular *Accounts* after described. In the *Inventory* of the following *Waste-Book*, N^o. I. I have made no Articles that require any *Accounts*, but simply the *Persons* and *Things* mentioned; but in the second *Inventory* you see other *Accounts* that arise out of the Balance of the first *Leger*.

I have only one Reflection to make relating to the *Stock-Account*, which is, that it may be considered as a *Root* or *Trunk* to which all the other *Accounts* in the *Leger-Book*, do, in some Sense, belong, as *Branches*. As to those that originally belong to it in the *Inventory*, the Notion is plain enough; and for others that arise in the Course of Business, they may be said to grow upon it in this Respect, that in all the Transactions of our Trade, whether there is Increase or Decrease, or simply a Changing of Things of equal Value, or putting one Account in the Place of another, the Capital-Stock is always affected, being either raised or diminished in its Value, or simply changed in its constituent Parts; some of the old Branches remaining, but altered in their State; some, as it were, lopt off, by being finished and cleared, and new ones grown up. Now whatever Alterations happen in the State of the Capital *Account*, either in the Value of the Whole, or the Qualities and Denominations of its constituent Parts; these are to be known, not by the *Stock-Account* it self, in which we write nothing but the *Inventory*, as it is at the Beginning of the present Course of *Accounts*; but by the State of the several *Accounts* that stand in the *Leger*, as they are collected into one general Account, called the *Account of Balances*; as you'll learn in the third Chapter.

The *Leger* being thus begun, by the entering of the *Inventory*; the daily Transactions of Business are next to be transferred from the *Waste-Book*, gradually, as they happen.

ARTICLE II. Proper Domestic Trade.

A General View of the Transactions that occur under this Head.

The most ordinary and material *Transactions* belonging to this Head, are, 1st. *Buying*. 2d. *Selling*. 3d. *Bartering*. 4th. *Receiving, and making Payments of Debts*. 5th. *Borrowing and Lending*. In *Buying* or *Selling* we give or receive for Goods, either *Cash*, *Bills*, (or *Assignments*) on a third Person; or there is an *Obligation* for *Payment* on the *Buyer*; which is called *Buying* and *Selling* on *Time*. In *Barter* one Thing is given for another; and sometimes there is a *Surplus* of *Cash*, presently paid or owing: This may be called a *mix'd Bartering*; because, as far as the *Surplus* reaches, it comes under the former Head; and indeed, *Bartering* is but *Buying* and *Selling*; though these Names are differently applied for Distinction sake: *Debts* are pay'd by *Cash*, *Bills*, or *Goods*; and sometimes there is an *Abatement* made to the *Payer*. Money is borrowed or lent upon *Bill* or *Bond* (or without any *Security*; which does not alter the Nature of the Transaction) payable with *Interest*, or, perhaps, without it.

What other Transactions of Importance belong to this Head, which are less common, I shall consider by themselves; and for these Things now mentioned, it is to be observed, That though out of them might be formed a Variety of different Cases, yet the second *General Rule*, for *Personal* and *Real Accounts*, with the *Profit* and *Loss Account*, is a complete Instruction for the Whole: I might therefore refer to the Description already given of these Accounts: But I shall briefly repeat them here, that this Part, according to the Method proposed, may contain a Definition of all the Accounts belonging to the *Leger*; and then add some further Instructions concerning the Use of them.

A Person's Account, is,

DEBTOR for what he owes to me, or I pay to him.

CREDITOR for what I owe him, or he pays to me.

An Account of Goods, is,

DEBTOR for the Value of all received, first Cost and Charges.

CREDITOR for the Value of all that goes away, with the Returns.

Cash, is,

DEBTOR for what's received.

CREDITOR for what goes out.

Profit and Loss, is,

DEBTOR for all *Losses*. CREDITOR for all *Gains*.

Further Instructions concerning the Use of those Accounts : Which I divide into three Parts, as they relate to Persons, Things, or Gain and Loss.

PART I. Of Personal Accounts.

What I have to say further concerning *Personal Accounts*, under this Head of *Proper Domestick Trade*, relates in general to the reducing of several Accounts into one ; applied more particularly to these three Cases, viz. the entring of *Bills* ; Money lent upon *Bottomree* ; and of such *Debts* as belong to the *Charges* and *Expence* of *Trade* or *Living*. But I shall speak,

1st. Of a General Account for Sundry Persons.

Though the *General Rules* speak of particular Accounts for every particular Person ; yet it may be convenient, in many Cases, to comprehend several Persons in one general Account. Accordingly some Authors propose the keeping of one general Account for sundry Persons with whom you have little Dealings, under the Title of,

Account for Sundry Persons.

Which is to be used the same Way as a particular *Personal Account* ; naming the particular Debtor or Creditor in the Narration of every Article.

OBSERVE, Some propose to make two General Accounts ; one for the Persons whose Account begins with a *Debt* they owe you ; and another for such whose Account begins with a *Debt* you owe them ; distinguished thus,

Account for Sundry Persons, { who owe to me (for the one.)
and
to whom I owe (for the other.)

By which it appears, that the *Persons* for whom these General Accounts are designed, are such, as have no Articles of an Account but *Debts* which they contract to me, and their express *Payments* ; or *Debts* I contract to them, and their *Payments*. And that these *Debts* and *Payments* may not be so confus'd as they would be upon one *General Account* ; They think it necessary to make two Accounts ; but one may serve as well, if you'll form it thus, viz. Upon each Side make two Sets of Money Columns ; in the Innermost, on the Debtor Side

Side place the *Debt*, contracted to you ; and your Payments in the Innermost on the Creditor Side ; and begin the Narrative of the Article close by the Column for the Date. In the outermost Column, on the Creditor Side, place the Debts you owe, and their Payments in the same Column on the Debtor Side ; and begin the Narrative about an Inch within the other Articles : And thus the Comparison of the two Sides, or the several *Debts* and their *Payments*, can be made with ease ; especially if you'll also number the several Articles. Thus, mark the first Debt, either owing by or to you, with the Number 1, at the Beginning of the Line ; mark the second Debt with 2, and so on : Then, when the Payments of the Debts are enter'd on the opposite Side, mark them with the same Numbers.

Observe again, That if any *Person*, who owes to you, or you to him, a *Debt* enter'd in this *General Account*, happens, before this *Debt* is cleared, to have more Dealings with you, so that there be a Prospect of a greater Correspondence, and a larger Account ; then, give him a particular Account, and transfer the *Debt* he owes to you, or you to him, from the *General Account* to the Particulars, by making the one Debtor to the other, as the Case directs.

I come next to some more particular Cases, where a *General Account* may be useful.

2d. Of the Entering of Bills.

To say any Thing here of the Nature or Distinctions of *Bills*, would be foreign to my Purpose, which relates only to the Manner of entering them in the *Leger-Book* ; concerning which, the first Thing necessary to be observed, is, That when I receive a *Bill*, payable to me, which is to be presented for Acceptance ; then, if the Person, on whom it is drawn, lives in the same Place, or so near that I can know in a very short Time, whether he accepts or not ; I would make no Entry of it till it were accepted ; and if it is refused, or accepted and not immediately paid, the Case will easily shew to whose Account it is to be charged. But if it's sent far off for Acceptance, I would immediately charge it to his Account on whom it is drawn, or the *General Account*, after described. If it is return'd, the Account formerly charged, must be discharged ; and the Drawer or Indorser charged for the Contents, with the Charges, &c.

The second Thing to be consider'd here is the entering of these Bills (when it is to be done) in the *Leger* ; and as to this, observe, That if the Debtor or Creditor, in a *Bill*, is one who has no current Account already in my Books, nor like to have any ; it will be convenient to enter all such *Bills* upon two *General Accounts*, viz.

Account of Bills owing to me. And,
Account of Bills owing by me.

The first represents *Persons* who owe *Bills* to me ; and is made Debtor when I receive the Bill, or when it is accepted ; and Creditor upon Payment, or when the Account is to be discharged.

The other represents *Persons* to whom I owe *Bills*. It is Creditor upon my Acceptance, and Debtor when I pay it.

But observe again, That one *General Account* of *Bills* may serve, if you form it with two Sets of Money Columns, as the *General Account* already described.

You may also apply here what I said above, in Case any Person, who is Debtor or Creditor for a *Bill* enter'd in these *General Accounts*, has Business with you, that requires a particular Account, before these *Bills* are clear'd.

There is another Thing worth observing here, especially for those who have much to do with *Bills*, viz. That if they have Correspondence with different Places, and many *Bills* payable, either by or to them, in these Places ; the Debtor or Creditor of the *Bills* having no current Account with them ; it will be convenient in these Cases to have a different Account of *Bills* for each of these Places. And you may make one *General Account* for each, distinguish'd by the Name of the Place ; as, *London Account* of *Bills*. *Amsterdam Account* of *Bills* ; or for every Place two Accounts, viz. An Account of *Draughts* ; and an Account of *Remittances*.

Which way soever you keep these *General Accounts*, it will be convenient to number the *Bills* when you enter them, and when they are pay'd. You'll find afterwards, in a Description of the Book called the *Month-Book*, something of further Use to one who deals much in *Money*.

3d. Of Money Lent upon Bottomree.

Bottomree is the lending Money upon the *Bottom* of a Ship, bound to a certain Place ; upon Condition, that if the Ship is lost, the Debt is discharged : But if she arrives safe in the Terms of the Contract, the Money lent, with the Interest agreed upon, becomes a real Debt, to be paid to me or my Factor, where the Ship arrives ; and till the Payment be actually made, it is a Debt upon the Ship.

For the Entry of such Transactions in the *Leger*, we must consider them separately, with Respect to the Borrower or Lender upon *Bottomree*.

1. For the *Lender*. To follow the General Rules ; the *Borrower* has a particular Account, in which he is made Debtor for the Money lent, and Interest, and Creditor when it is paid, or the Ship lost. But if you deal much this Way, it will be convenient to bring in all your Business of this Kind, into one General Account, representing all Persons who borrow from you upon *Bottomree* ; which you may Title thus,

*Account of Borrowers upon Bottomree ; or simply,
Bottomree Account.*

It is to be used the same Way as the *Borrowers* particular Account would be ; remembring to name the Person concerned in every Article.

OBSERVE, The Interest needs not be entered till it be paid ; though in some respect (as you'll see below) it is better to do it when the Principal is enter'd.

Again, Those who make particular Accounts for the *Borrowers*, make a general Account for the *Interest*, which they call *Bottomree* Account, or *Profit and Loss* by *Bottomree*, which is *Debtor* for what is lost, and *Creditor* for what is gain'd : The Design of this is to see all the Gain and Loss by *Bottomree*, separate from other Gains and Losses. But this Purpose is sufficiently answered by the general Account for the *Borrowers*, by charging the Interest with the Principal ; which shews the Method of a general Account to be in all Respects preferable.

2. For the *Borrower*. He must make an Account of *Lenders* upon *Bottomree* ; to be made *Creditor* for Principal borrowed with the Interest, and *Debtor* for the Payment, or upon the Loss of the Ship.

OBSERVE, Tho' Ship Masters are most commonly the *Borrowers* upon *Bottomree* ; yet a Merchant, the Owner of the Ship, may *Borrow* upon *Bottomree* ; and if such a Person is concerned both in Lending and Borrowing, he must have two Accounts, one for the *Borrowers*, and one for the *Lenders* ; or one general Account of *Bottomree*, with double Money Columns ; the one for the *Borrowers*, the other for the *Lenders*.

4th. Of Debts which belong to the Charges and Expences of Trade and Living.

Of this Kind are *House-Rents* ; *Duties* owing to the Publick, for the Payment of which a Time is allowed ; Accounts running with Shop-Keepers, and Mechanicks ; and the daily out-giving of Cash, &c.

Such *Debts*, when the Creditor has no current Account with you, may be placed to the general Account of *undry Persons*, above described ; or into a more limited, though still general Account, under the Title of

Account of Out-standing Charges.

Which is to be made *Creditor* when the *Debt* is contracted, or to be entred ; and *Debtor* when it is paid ; naming the particular Person in every Article.

The corresponding *Debtor* for the Credit of this Account, is either the particular Subject for which the *Debt* is contracted, or it is the Account of *Profit and Loss*, as in all the Expences of *Living*. But you'll see more of this in what's said afterwards upon the *Profit and Loss Account*.

PART II. Of Real Accounts.

What I have to say upon this Head, relates either to the forming of General Accounts, or some particular Directions for filling up the Articles either in general

neral or particular *Accounts*; and of other Things relating to some particular Subjects and Circumstances of *Trade*.

1st. Of General Accounts.

Accounts of Goods may be more general, or more particular; because, of Goods of the same Name, there may be several Species and Distinctions, each of which may be brought into a separate particular Account, or they may be all put into one Account.

For *Example*, There may be a general Account of *Wine*; or a particular Account of *Red Wines*, and another of *White Wines*; or they may be distinguished by the Country, as, Accounts of *French Wines*, and Accounts of *Spanish Wines*.

Again, *Linen Cloth* has many Species, as *Muslin*, *Cambrick*, and what is particularly called *Linen*; which of the *Dutch* kind we call *Holland*; the *Linen Cloth* of different Countries may also have different Accounts; and, if they have different Species, be also subdivided.

Woollen Cloaths have also a Variety of Species, as what is more particularly called *Cloth*, *Druggets*, *Serges*, *Camblets*, *Crapes*, &c. Here may be formed a general Account for all the Kinds you deal in; or one for each: Or to avoid too general an Account, or too many particular Accounts, class two or more (as you think fit) together; and either name them all in the Title, as Account of *Cloths* and *Druggets*; or *Cloths Druggets* and *Serges*; or distinguish the several Classes by Numbers, and so the Titles of the Accounts will be, *Woollen Cloths* first Class, or second Class. How the Species belonging to each Class are to be distinguished in the Account, you'll see immediately.

These Species are again subdivisible; thus, *Cloths* into *Broad* and *Narrow*, or into *Cloths* of one Colour, and mix'd: Or *Broad* and *Narrow*, may be each distinguished as the Colours are simple or mix'd: Or *Cloth* of simple and mix'd Colours into *Broad* and *Narrow*. Thus you may make a Variety of Accounts particular or general.

Again, the Manufactures of particular Places may be brought all into one Account, especially such as are made of the same Materials, as *Wooll*, *Flax*, *Iron*. Thus (for *Example*) *Norwich Woollen Manufactures*, *Manchester Linen Manufactures*, &c. and these may be subdivided into Classes, or Assortments, as before mentioned.

The like Distinctions and Subdivisions you may conceive in most other Things. And as to the forming of Accounts for them, I must first say in general, that it depends upon the Circumstances of one's Dealings in these Things, whether it will be most convenient to make the Accounts general or particular, and how many Species to take into one Account; for which he must apply in the most judicious Way he can, this *Maxim*, viz. That too many particular Accounts, or too general Accounts, are equally opposite to that Clearness and Readiness, with which the State of our Affairs ought to appear in our Books.

If

If you make a general Account for two or more Species; then, that the State of the Account may be distinctly and readily found, by the Comparison of the two Sides, it is necessary to make a Quantity Column for every Species, and set its Name on each Side on the Head of it. And if you also make Subdivisions of these, so must the Columns be subdivided; as in this Specimen, representing either the Debtor or Creditor side of an Account of Wine.

<i>Account of Wine.</i>				Hds.	l.	s.	d.
Here there is no Distinction of Countries or Colours.							
In this Form the Colours are distinguished; and other necessary Distinctions left to the Narration, or to the Journal.				Red Hds.	White Hds.		
<i>Account of French (or Spanish) Wine.</i> This represents an Account for a particular Country, with a Distinction of Colours.				Red Hds.	White Hds.		
<i>Account of Red (or White) Wine.</i> This is an Account for a particular Colour; with a Distinction of Countries.				French Hds.	Span. Hds.		
<i>Account of Wine.</i> Here is a general Account, in which both the Countries and Colours are distinguished.				French Red	White	Spanish Red	White

From this you'll easily conceive how to make Columns for the Divisions of any other general Account: Thus, where several general Accounts of the same Name are distinguished by Classes, as *Woollen Manufactures* first Class, there must be a Column for every Species of that Class.

2d. *Of the Distinction of Parcels in particular Accounts; or the Parts of general Accounts.*

There is scarcely any Subject where there is not a Distinction of Fine and Coarse, and consequently of greater and lesser Value, in the same Quantities, or Individuals of the same Name; and an Account comprehending Things which

which are distinguishable no other Way, I call a *particular Account*. Thus, an Account of *Claret Wine* is a particular Account; for it's a particular *Red French Wine*, of which there is stronger and weaker, and consequently dearer and cheaper. But I must *observe* that, in respect of the *Parcels* of different Prices, such Accounts may also be called *General*, as indeed all Accounts are *General* or *Particular* in different Respects, or in Comparison of others, which are more or less so; unless we would limit an Account to Things of the same Name, Quantity and Value in all respects, which would be a particular Account in the most strict Sense; but such a Limitation would, in most Cases, be very inconvenient.

Now, for *particular Accounts*, it is necessary that the *Parcels* of different Prices be distinguished; which may be done by different Marks or Numbers, applying Number 1st to all of one Price, Number 2d to another, and so on. And for each of these Numbers you may make a particular Column on each side; in each of which are to be written the particular Quantities received and given away of that Kind, whose Number is set on the Head of the Column. Or if so many Columns take up too much Room in the Account, it will be well enough if you only mark the Number of each Parcel both on Debtor and Creditor side, placing them at the End of the Line of the Narration, next to the general Quantity Column. And observe, If Quantities of different Numbers are entered in one total Sum (as belonging to one Transaction) mark all their Numbers, and either leave the particular Quantities of each to be found in the *Journal*; or mark them each after its Number; which, unless they are very many, will be no Inconvenience, and save much Trouble afterwards, in examining the State of the Account (as you'll see in *Chapter III.*)

Again, the same Method of distinguishing by Numbers is also to be applied to the several Parts or Species of general Accounts, which are otherwise distinguished than by different Prices; or if such a general Account, which comprehends Species otherwise distinguishable than by different Prices, is not actually distinguished, and subdivided into its Species; it will be the more necessary to distinguish the *Parcels* by Numbers, according to their Prices, which in many Cases will be sufficient.

3d. *Of the Inlack of Goods.*

If Goods Inlack of the Weight or Measure, and more is bought to make it up, the Value of what is so bought is charged in the Account, but the Quantity must not be placed in the Column with the rest, because it's only to make up an Inlack; and so if it were added to the rest, then the same Quantity would be twice enter'd.

If the Inlack is not supplied, you'll learn how it is to be set down at the Balancing of the Account, where I shall also consider the Case of *Out-Come* in Weights and Measures.

4th. Of Houses and Ships.

(1.) For *Houses*, which are let out; you may give to each a particular Account; or make a general Account for them all: Debtor for the prime Cost or Value, with all the Expence of *Reparations*, *Taxations*, and *Improvements*: And Creditor for the Rents received or owing for them, and the Price of them when sold.

Observe, The Rents may be entered as they fall due, or not till they be paid; but this is not convenient in case they stand long unpaid; and therefore the first is the better general Rule. And for the *Tenents*, it will be convenient to give them one general Account, which may be called, *Possessors of Houses*, naming the Person in every Article, as you enter the Rent due on the Debtor side, or discharge it on the Creditor side.

I have allotted a Place by it self afterwards, to speak at large of the Way of making Accounts for *Farms* and *Land Estates*.

(2.) For *Ships*; you may either have a general Account of *Ships*, for all that you are concerned in; or a particular Account for each; Debtor for the Value it cost you, and Creditor for the Price when sold. As for the Charges and Profits arising from it, I shall consider that in two Cases. 1. If you employ her only in Freight, the Account is Debtor for all the Charges of *Reparations* and *Navigation*; and Creditor for the *Freights* paid or owing. Or after Stating the Account of her *Charges* and *Freight*, enter on the *Ships* Account only the Difference; for most commonly these Accounts are stated and given up by the *Ship-Master*, so that the Owner has no more to do but *Receive* or *Pay* the *Balance*. 2. If you employ your Ship in Trade; then to keep a clear and separate Account of the Gain and Loss by your Ship, and by your Merchandize, charge your Goods (or the *Voyage Account*, See the next Section) with the Freight, as you would pay to a Stranger; and place all the Charges of *Reparations* and *Navigations* to the Debt of the *Ships* Account, and the *Freights* to the Credit.

5th. Of Goods Bought or Sold to be delivered some Time afterwards.

These are by some called *forehand Bargains*, where Goods are bought or sold to be delivered at a certain Time afterwards, either with a Penalty, or not; and Money, or other Effects, given *per Advance* of the Price; as is common in such Cases.

Now, because the Nature of these *Bargains* is such, that there is an Obligation on either Party to fulfil it, the other being willing for his Part; therefore not only must the Advancement be stated to Account, but it is fit that the whole Transaction appear in the *Leger*. As to the Method of doing which, consider, the Goods not being actually delivered cannot be placed to their proper Account; for to make an Account of Goods Debtor or Creditor, supposes an actual Receipt or Delivery of them; and therefore it is fittest, in this Case,

to

to use an imaginary or qualified *Account*, representing the *Goods* till they be actually delivered; and for these, we may chuse to make particular *Accounts* for every particular *Transaction* of this kind; or one general *Account* for all you buy, and another for all you sell; or one general *Account* for both. Thus,

1. If you chuse a particular *Account* for every *Transaction*, call it,

Account of Wine (for Exam.) $\left\{ \begin{array}{l} \text{Bought} \\ \text{or} \\ \text{Sold} \end{array} \right\}$ upon *Delivery*.

The first is *Debtor* for what I buy; and *Creditor* for what is delivered, or not to be delivered.

The other is *Creditor* for what I sell, and *Debtor* for what is delivered, or not to be delivered.

The corresponding *Creditors* and *Debtors*, in all Cases, are obvious; for they are the *Things* advanced; the *Seller* or *Buyer*; and the *Goods* actually delivered.

2. If you make a *General Account* for what you buy, and another for what you sell, which is the far better way, name them thus,

Account of Goods $\left\{ \begin{array}{l} \text{Bought} \\ \text{or} \\ \text{Sold} \end{array} \right\}$ upon *Delivery*.

Or you may call them, as some do,

Delivery Account of $\left\{ \begin{array}{l} \text{Buying} \\ \text{or} \\ \text{Selling} \end{array} \right\}$

These *Accounts* are to be used the same Way as the particular *Accounts*; observing carefully to name the *Goods* and *Quantity* in the *Narration* of each *Transaction*. And thus you'll have upon the *Debtor* side of one, and the *Creditor* side of the other, all your *Bargains* of this kind; and the opposite side will shew what *Bargains* are fulfilled, and what not.

3. You may make one general *Account* for all, and call it

Goods Bought and Sold upon Delivery,
or simply,
Goods to be delivered.

Which is to be used as you would do the separate *Account* for *Buying* and *Selling*; and to make the *Account* more distinct, make it with two Sets of *Money Columns*; over the one write *Bought*, and over the other *Sold*; and accordingly write the *Value* of the *Goods* bought in the one; and of those sold in the

the other ; by which means the State of the Account will appear with little trouble.

OBSERVE, Some Authors considering the Debt contracted in such Transactions as conditional till Delivery, think fit not to place any Credit or Debt on the Seller's, or Buyer's Account, till the Delivery (if it is not then actually paid) but propose to make another Account for these *Persons*, which they call, *A. B. his Account of Delivery* ; and this they use till the Delivery ; and then if the Price is not paid, they place it upon the Person's proper Account ; and the opposite Side of the preceding Account to balance it. But that is needless trouble ; since the Narration of these Articles qualifies the Debt : Or, if you will have a qualified Account, it is better to make a general one, and call it,

Personal Account of Delivery ;

which may serve both for Seller and Buyer, with double Money Columns.

PART III. Of Profit and Loss.

Every Thing given away, or Debt contracted, for which there is no real Thing received, nor Obligation for it upon any Person, is reckoned in this Method, Gain or Loss ; though in Effect it may be neither Loss nor Gain. Thus, if I give or receive Money or Goods in Gift, it's a real Loss or Gain ; as it is also when I buy or sell at different Prices. But other Things will of Necessity come to the Profit and Loss Account, which in Effect are neither Gain nor Loss ; as Interest paid or received for the Loan of Money ; for though there is no other Account to carry this to, yet there may be more gained by the Use of the Money borrowed, than the Interest ; which Gain will fall upon the Account to which the Money was applied, and from this be carried at last to the Profit and Loss Account (as is explained in *Chapter III.*) where all Gains and Losses are balanced against one another ; so that if Things are enter'd as Gain or Loss, which in Effect are not so, they are balanced by others of an opposite Kind.

Again, it's to be observed, That every Article belonging to the *Profit and Loss Account* is not immediately, as soon as it happens, carried to that Account ; for upon *Accounts of Goods* there is no necessity, and it would be also very inconvenient, to separate and state the Gain or Loss upon every Article bought and sold ; that being better left to be stated all together, when the Account is finished, or when you make a general State and Balance of the whole Accounts. (See *Chapter III.*)

To this Account belong particularly *Discounts* made in *Payments of Debts*, *Interest of Money*, *Expences of Living*, and some other Things ; for which, mind the following Directions.

1. *Of the Discounts or Rebatelements made upon Payments.*

The Payer must be discharged of the whole Debt; and for the *Discount*, it may, in all Cases, be carried to the *Account of Profit and Loss*. But if the *Discount* is made for Defect in Goods, for which that Debt is paid; it may be as proper to state it to the *Account of Goods*, to take off so much of the Price formerly stated: For by this *Discount* the Price is really less or more than it was at first stated; and thus the true Gain or Loss upon the *Account* appears more justly, than when the *Discount* is stated to the *Profit and Loss Account*.

But if the *Discount* is for advancing the Money before the Term agreed on at selling the Goods, the same Reason is not equally good; however you may chuse either way.

A certain Author speaking of this Case, says the *Discount* ought to be placed to the *Account of Goods*, because hereby Goods that were formerly sold on Time, become now, as it were, sold for ready Money, and so much less. And for the same Reason, if it were not paid till after the Term agreed upon, and Interest paid for the Forbearance, I say, that *Interest* should be placed to the *Account of Goods*; because Goods formerly sold to be paid for at a certain Time, become now, as it were, sold payable at a longer Time, and so much dearer. But there is no positive Reason for it in either Case, and it's no matter whether you place the *Discount* or *Interest* to the *Account of Goods*, or *Profit and Loss*.

2. *Of Interest for the Loan, or Forbearance of Money.*

When Money is borrowed upon Interest, the Principal goes to the *Borrower* or *Lender's Account*, and the *Account of Cash*; and the *Interest* to the *Profit and Loss Account*. But in Stating the *Interest* there is this Variety, viz.

You may charge the *Interest* on the *Account of the Borrower or Lender* before it falls due; thus, upon your Lending or Borrowing, state the *Interest* which will be due at the Term of Payment; and after that, state every Term's *Interest* at the beginning of the Quarter, half Year, or Year, according as it is payable; And if Principal and *Interest* be paid before the Term to which *Interest* is charged, there will be so much to be taken out of the *Account* again, by an opposite Entry. Or,

You may charge the *Interest* only from Term to Term, as it falls due. Or, *Lastly*, Enter it only as it is paid: And in this Case it needs not be placed to the *Person's Account*, unless it be to prevent Mistakes, or to let you see by the *Account*, what *Interest* is due. For by first placing it to the *Account*, and then discharging the Payment, it will be understood, that all the *Interest*, from the Time of last stating of *Interest*, is due: Remembering, both in this and the Method of the preceding Article, that when the State of that
Per-

Person's Account is demanded, all the Interest then due, is to be placed to the Account.

If any Thing besides the legal Interest is paid for the Loan of Money, it has nothing to do with the Person's Account.

Observe, That some propose to keep an Account of Interest as a Branch of the *Profit and Loss Account*; where your whole Concern in Interest may appear distinctly. But as this Account, unless one deals both in Borrowing and Lending, will be all Debt, or all Credit, it is not convenient.

3d. Of Insurance.

1. If I pay for the Insurance of any Thing, the *Premium* is an Article of Expence to be charged upon that Thing.

2. If I insure any Thing to another, then both the *Premium* received, and what I pay for the Thing insured, when it is lost, belongs to the *Profit and Loss Account*. But if I deal much this Way, it will be convenient to keep a particular Account of my *Gain and Loss* by Insurance, under the Title of,

Insurance Account.

Which is to be made *Debtor* for what I pay of insured Goods which are lost; and *Creditor* for the *Premiums*.

OBSERVE, As the Insurer has a Right to the Thing lost; if any Thing be recovered, all he lays out upon the recovering of it, must go to the *Debtor Side*; and what he recovers, to the *Creditor Side* of *Insurance Account*.

4th. Of Wagering.

The Transactions under this Head, are, in General, the Engagement in the Wager, and the Decision of it: Also in the Engagement we either consign, or come under a verbal Obligation [called *Wagering upon Parole*.] These Transactions will be duly recorded, by Means of these two *Imaginary Accounts*.

Wager's Account, is,

Debtor for what I consign or ingage for in a Wager, and for what I lose when it was upon *Parole*.

Creditor for what I lose, which was consigned (to shew the Decision) and for what I receive upon the Gaining of any *Wager*.

And *observe*, That, on Decision of a Wager upon *Parole*, whether I gain or lose, besides entering the Gain or Loss, this Account must also be *Creditor*: The Reason of which, and the corresponding *Debtor*, you'll see in the following Account.

Hazard Account, is,

Creditor [by *Wager's Account*] for my Engagement, upon Parole; and *Debtor* [to *Wager's Account*] upon Decision of the Wager, whether I gain or lose: To undo what was formerly done, and shew that the Wager is decided.

It is manifest that the State of your Affairs relating to *Wagers*, will clearly appear upon those Accounts; especially the *Wagers Account*; the other being contrived merely to get Wagers upon Parole, entered in the *Leger*; which they ought to be, because of the mutual Obligations.

Observe, Some Authors consider the *Wager's Account*, as a Branch of the *Profit and Loss Account*: And therefore, upon the losing a *Wager* consign'd, they would make no Entry of that Decision; because, say they, the Loss will appear upon the final State or Balancing of the *Accounts*; but in Case of Gaining, or upon Decision of Wagers upon Parole, whether I gain or lose, what's receiv'd or paid makes an Entry necessary.

But against this Account's being consider'd as a mere *Profit and Loss Account*, there is this manifest Objection, *viz.* That it is not true, that what is either consign'd or engag'd for in a *Wager*, is a Loss at the Time of the Engagement, any more than that Goods are lost when they are shipped, because they may be lost in the Voyage. And, for the same Reason, such *Wagers* as are not decided, are Articles that would belong to a new Stock or Inventory, if we were to make up one before they were decided; whereas a mere *Profit and Loss Account*, contains no Article that belongs to an *Inventory*; it has therefore something more in it than a *Profit and Loss Account*; being in its Nature an *Imaginary Account*, intermediate betwixt the *Profit and Loss Account*, and other Accounts, till the Decision make it either *Gain* or *Loss*.

Again, As to the Case of losing what was consign'd; this must be observed, That unless there be an Entry made of it, or some Mark or other Thing written in the Account upon the losing of these Wagers, to shew that they are lost; the Account will not shew the State of your Business, in Wagering, as it ought to do; and if the Decision of Wagers must appear as well as the Engagement, I'd chuse rather to do it in Form, by making *Wager's Account* Creditor, as the preceding Rule directs (*Profit and Loss* being the Debtor.)

To have done; I must observe, That as to the Balance of *Gain* or *Loss* upon the *Wagers* decided, it will be found a little more readily, if the Losses upon Wagers decided, are not stated in Form. But of this I shall speak more particularly in Chapter III.

5th. Of Desperate Debts.

When a Debt becomes lost by the Circumstances of the Debtor, I would not any longer encumber my *Leger* with that Person's Account; but discharge it by *Profit and Loss*. Or if I do not actually discharge the Debtor; and look on the Debt only as desperate for the Time, but which may afterwards possibly

possibly be recovered ; I would not discharge the Account absolutely, but only transfer it from the Debtor's *Particular Account* to a *General Account of Desperate Debts* ; and there let it stand, till it's either recovered, or till I look upon it as irrecoverable ; and then it's discharged out of this Account.

6th. Of Conditional Promises.

This is a Subject scarce worth many Words ; yet because several Authors have considered it, I will not omit it.

If I come under an Obligation to pay a Sum of Money or the Value in other Effects ; or, if I have the like Obligation upon another, upon certain Conditions, to be performed to or by me, there is no real Debt till Performance ; yet we must consider, whether the Promiser is under positive Obligation to the other upon his performing ; if he is not (or when the Promise is altogether gratuitous, revocable at Pleasure) there is no Reason to make any *Leger Entry* of this ; but when the Condition is performed, let the Thing promised, and now given or received, be stated to the *Account of Profit*, &c. For *observe*, it is not supposed, that any real Thing which can be again disposed of, is to accrue to the Promiser by the Performance ; which would bring it under the Notion rather of *Delivery-Account* ; especially if there be a positive Obligation on the Promiser ; but we suppose here no such real Thing to be expected by the Performance ; yet may the Promiser be obliged to the other ; because of the Trouble and Expences he has been put to in accomplishing the Conditions : In this Case there may be a better Reason alledged why there ought to be a *Leger Entry* made, because of the Obligation on the one Party ; tho' a *Pocket-Book Memorandum* may serve till Performance ; especially when that is expected to be soon, or not at all : But if in Prosecution of the Method of *Book-keeping*, it be required to state these conditional Obligations ; which is the more necessary, when a considerable Time must be allow'd for performing the Conditions ; it may be done under the *Imaginary Accounts*, *Promise* and *Conditional Accounts* ; thus, *Promise Account* is Debtor to *Conditional Account*, for my Promises ; and Creditor by *Conditional Account*, when the Performance is made, and Promise fulfilled. Again, *Promise Account* is Creditor by *Conditional Account*, for Promises made to me ; and Debtor to *Conditional Account*, upon Performance and Promise fulfilled, or Advice as aforesaid ; or upon Advice that the Conditions cannot be fulfilled. *Observe* too, that there be two Sets of Columns in each Account, for the Promises made by me and to me.

Thus will you always find, by these Accounts, the true State of such Parts of your Affairs, *i. e.* what Promises you have made, or others to you ; and which of them remain still in Force, or are extinguished by actual Performance, or otherwise ; and mind that the Things given out or received, go to *Profit* and *Loss*.

Note, Some would have fore-hand Bargains come under the Directions of *Promise Accounts* ; but what's already deliver'd upon this Head, is much preferable.

PART IV. Of some Accounts whose Particulars are kept in separate Books, for easing the Leger.

1st. Of the Cash-Book.

In Business where *Cash* happens to be an Account that has numerous Articles, it is convenient to keep the more particular Account of all the Articles in a separate Account from the *Leger*; which is for that Reason called the *Cash-Book*. It is formed in all Respects, like the Cash Account in the *Leger*, with a Debtor and Creditor Side; in which, all the Cash received, and given out is enter'd; either in a simple Stile, or in that of the *Leger*: But which Way soever the Narration is made, every Article must be duly entered on the opposite Side of the corresponding Account in the *Leger*; with a Reference to the *Leger Account of Cash*: For such an Account there must also be, in which the Sums of the Debtor and Creditor Sides of the separate particular Account must be transferred once a Week or Month, as you think fit; thus, in the *Cash-Book*, the Sums being written down, against them write *Transferred to the Leger*, and mark the Folio: And in the *Leger Account*, enter the Sum, with the Date of the Transference, Debtor *To*, and Creditor *By* sundry Accounts, as *per the Cash-Book*. The *Cash Account* in the *Leger*, is necessary for the Balance of the Whole; and the Convenience of the separate Account of all the Particulars, is, that we have them all together, in one continued Account: Whereas, the Rule of the *Leger* being not to allow more than one Folio for one Account, till that be filled up, the Account might hereby lie in several different Folios.

Some propose to distinguish the several Species of Money in the *Cash-Book*; but to make this of any Use, it will require a Column for every Species, besides the Columns of *l. s. d.* in which the total Value is set down.

2d. Of the Book of Expences of Living.

This is a separate and continued Account of all the Expence of Living, which serves to keep both the *Profit and Loss Account*, and also the *Cash-Book* more distinct. The greater and more considerable Articles are to be placed here particularly: But there are many small Articles, of daily Disbursements, that must come in Totals; but under what Denominations, and how general or particular the Articles of this Book are to be made, must be left to every one's Choice. What I have to do here, is only to *observe*, That all the *Cash* paid out upon this Account, must be carefully entered here; and then once a Week or Month, be transferred to the *Cash-Book*, and to the *Profit and Loss Account* in the *Leger*; which is Debtor to *Cash* for it. By this Means both the *Cash-Book* will be more distinct, and the Expence of Living, which otherwise would be scattered upon the *Profit and Loss Account*, will be here seen all at once.

once. But if any Articles are paid otherwise than by *Cash*, they must go to the Account to which they are placed.

It will answer the Purpose sufficiently, though no Articles are placed here till they are actually paid. Yet if any considerable Debts are contracted upon this Account, it is fit a Memorial of them be taken in a separate Part of this Book; and as they are paid, enter them among the other Articles paid; marking them also paid where they were entered Outstanding; which may be conveniently done by double Money Columns, drawing the Sum into the outer Columns, as they are paid. But if you think fit you may state these Debts in the *Leger* to the Creditor's *Particular Account*, if he has one; or to the *General Account* of *Out-standing Charges*, (*Profit* and *Loss* being Debtors) And when paid, they are discharged in the Account that was Creditor. But the Payment must not be placed in the Book of Expences, among the Articles paid and transferred to the *Cash Account*; because, *Profit* and *Loss* being Debtor for all these, it would be twice Debtor for the same Thing: Yet you may mark it paid in that Part of the Book where it was enter'd as owing.

Thus, you have, in this Book, a complete Account of all your Expences of Living; both what's paid and what's owing, which is already known and adjusted.

Of Charges of Merchandise.

What's said here concerning Expence of Living, is applicable to a separate Account of those Articles of Charges of Merchandise, which are not stated to the particular Accounts for which the Charges happen; as there are a great many Articles that belong, in common, to several Things, and especially petty Charges, which are all more conveniently carried to the *Profit and Loss Account*.

ARTICLE III. *Accounts for proper Foreign Trade.*

All the Transactions that occur upon this Branch may be comprehended under these general Heads, *viz.* The Shipping of my Goods; the Advices concerning the Voyage, as whether they are lost, or come safe to my Factor's Hands; my Factor's Advices concerning the Disposal of the same; his buying Goods for my Account; and the mutual Draughts and Remittances betwixt us for my Account. These and what else may occur in the Way of Foreign Trade, by settled Correspondence, you'll have very distinctly recorded by the following Accounts.

Voyage to ——— *in the Ship* ——— *A. B. Master, is*

Debtor for the Value (including all Charges till on Board) shipped for my Account; also for the *Salvage*, *Ransom*, and other Expence that may happen afterwards upon the Voyage.

Creditor

Creditor upon Advice of their being lost, or safe at their Port, to discharge this Account [the corresponding Debtor is *Profit and Loss*, or my Factor's Account, as below ; or the Insurer ; if they were insured.]

OBSERVE, 1. It will make the Account more distinct, to place each Quantity of different Goods shipped, in a separate Column.

2. You may chuse either one general Account of *Voyages*, or an Account of *Voyages* for every particular Place ; or more particularly, an Account for every *Cargo* and *Voyage*, distinguished by the Name of the Ship, the Master, and Place to which the Ship is bound.

3. If Goods are bought immediately before they are shipped, and in order to it ; it's needless to put them into their proper and particular Accounts, tho' you have already such an Account ; but charge them to the *Voyage Account* : For if you place them to their proper Account, you'll have that to discharge immediately, and the *Voyage* to make Debtor ; and it makes no Error if you open an Account of *Voyage*, even before the Goods are actually shipped ; which will be in some Circumstances convenient, that the Goods bought may not be long unenter'd in the *Leger*.

4. If part of the *Cargo* is lost, you may either charge *Profit and Loss* Debtor to the *Voyage* for it ; or put the Value of the whole upon what is saved, unless it be insured, in which Case the *Insurer* is Debtor.

5. Goods shipped upon my Account at another Place, to come homewards, or to any other Place, are to be charged upon an Account of *Voyage* from — to —, or homewards, &c.

6. If a *Voyage* is committed to a *Supra-Cargo*, and not consigned to a Factor, the *Voyage* to —, &c. stands Debtor till the Ship returns, or till the *Supra-Cargo* advises of the Sale of the Goods and remits the Value, or consigns them when he cannot sell them. Or if he advises of Goods loaded in return, you may make an Account of *Voyage* from — &c. Debtor, and discharge the *Voyage* outwards.

7. When a *Cargo* is consigned, you will have use for the following Accounts with your Factor, viz.

A. B. of Amsterdam (for Ex.) my Account of Goods & Ship — A. B. Master.

Or thus,

Account of Goods & Ship, in the Hands of A. B.

Debtor for the Value of Goods consigned to him, upon Advice that he has received, but not yet disposed of them.

Creditor upon Advice that they are disposed of, or out of his Hands. The corresponding Debtor is according to the Advice. See the following Accounts.

OBSERVE, Every distinct *Cargo* and Consignment ought to have a distinct Account : If there is but one Species of Goods, name it in the Account, as Account of *Stockings* : If there are more, either name each of them in the Title, or call it in general, Account of *Goods*, distinguishing the Particulars in the Narration ; and either way it's fit to make Columns for the different Species.

A. B.

A. B. of ——— My Account of Sales on Time [or Out-standing Debts.]

Debtor for the Value of Goods he advises me are sold upon Time (and which is not remitted.)

Creditor for the Payment he receives of those Debts.

OBSERVE, If there is a Difference of the Species of Money in my Factor's Country and mine, this Account ought to have a particular Column for the Money of my Factor's Country, because he accounts with me by that; yet I must have *English*-Money Columns, in which the Value of the *Foreign*-Money is put, according to the current Rate of Exchange.

A. B. of ——— My Account Current.

Debtor for all the Money received by him for my Goods; his Draughts upon me, or my Remittances to him: In short, for all he owes, or is accountable for to me as my Factor (for which the preceding Accounts do not stand charged.)

Creditor for the Returns or Payments he makes of my Money in his Hands, by my Draughts on him, or his Remittances to me; and for Goods he buys and sends off by my Order: In short, for all I owe or am accountable for to him, as my Factor. There must be a *Foreign*-Money Column here, as in the former Account.

OBSERVE, 1. So many Accounts with my Factor are very useful and convenient, to shew distinctly the different Posture and State of Affairs; (and therefore I cannot approve of their Method who never discharge the *Voyage* till the Factor advises that the Goods are disposed of) but the *Account Current* is the most general Account, and called *Current*, with respect to the other two, whose Use is more limited, and may be closed or finished, while this one is still open; which is also a Recipient for the first two (as you see by comparing their Uses) unless what is due upon them, be immediately remitted.

2. It is plain, these Accounts come all in Place of one another, *i. e.* are Debtors and Creditors one to another, as the State and Circumstances change. And to know which is Debtor and which is Creditor in any Case, you need only to compare their Uses. But I shall state the common Cases briefly.

1. Upon Advice that he has received my Goods: This Account is Debtor, and the *Voyage* Creditor: Unless he advises also, that they are sold; for then one of the other Accounts is *Debtor* for what is sold, or the Cash received, or Persons on whom I have Bills for the Value remitted, with Advice of the Sales. 2. The Goods having been upon hand some Time, when he advises of the Sales, then is *Account of Goods* Creditor, and one of the two other Accounts Debtor, or Cash, or Persons on whom I have Bills for the Value. 3. When he advises me of Out-standing Debts paid, the *Account of Sales* is Creditor, and my *Account Current* Debtor, or Cash, &c. if he remits it. And observe, If it is not remitted, to state the Exchange at the same Rate it

was before (though it were now altered) for before you draw for it, it may alter again; and it's sufficient to mark the Rate of Exchange which happens when you draw, or it is remitted to you.

3. *A. B.* may act as my Factor in negotiating Bills of Exchange, though I never consign any Goods to him; and then the only Account to be used is *My Account Current*.

4. *My Account of Sales*, may be said to represent the Persons that buy my Goods from my Factor; but these Persons knowing nothing of me, and my Factor being accountable, as having the Direction; therefore this Account bears his Name, and represents him in a particular Circumstance, *viz.* as accountable for these Debts, when he receives Payment thereof; for this Account supposes, what is the most ordinary Way, *viz.* That my Factor is liable to me for the Buyers, no further than it can be prov'd he sold my Goods to reputed Bankrupts, or neglected the necessary Course for recovering the Debts. But there is another Supposition to be made, *viz.* That my Factor for a greater Allowance, obliges himself to make good all the Sales he shall make of my Goods; then the *Account of Sales* is needless, and the *Account Current* is to be charged for all the Sales; and because even then we may suppose the Factor not bound for Payment of those Sales, till the Term of Payment come, at which they are payable by the Buyers; therefore, let that Term be narrated in the Article, according to the Advice. And if this Contract for insuring your Debts, is entred into after the *Account of Sales* is opened, and some Articles standing upon it, I would immediately balance it, *viz.* make it *Creditor by Profit and Loss*, or my *Account of Goods*, for the additional Provision allowed for the Insurance, and by *My Account Current* for the neat Balance of the Debts, when this is deducted.

And indeed you may save this *Account of Sales*, and use *Account Current* in its stead, upon any Supposition; because the Narration will sufficiently qualify the Article; or when the Debts are not insured, you may let the Sum stand not carry'd into the Money Columns, until your Factor advises you that he hath received Payment; or if you carry it in at first, then when he advises you that he hath received Payment, make a Mark on the Article, to signify this; and when he remits the Money, discharge the Account, or use double Money Columns.

5. My Factor, in advising me of the Sales of my Goods, may either send his *Account* of the neat Produce, (*i. e.* deducting Charges and Commission) or he may send the total Amount of each Sale; and when all are sold, he gives in his *Account* of Expences and Provision; in which Case I make *Profit, &c.* or my *Account of Goods* Debtor to my *Account Current* for those Charges, and also for what Abatements he makes to the Buyers for defect in the Goods, or by my Order for whatever Cause.

6. If my Factor advances Money for me, he will be sure to charge me with the Interest; and so I must charge *Profit, &c.* Debtor to my *Account Current*, for the same. Some talk of an *Account on Time*, different from the foresaid *Account of Sales*; upon which they enter all Bills drawn at long Usance, in order to know how

how much your Factor is in Advance for you; and when the Time of Payment comes, they carry it into the *Account Current*: But this is needless, the Narrative of the Article upon this *Account* being sufficient.

S E C T. III.

Accounts for Factorage.

WHEN I act in Commission as Factor for another, the Transactions will be comprehended under these general Heads, viz. my receiving Effects of his to dispose for his *Account*, with the Account of the Charges and Expences, and Provision thereupon; my disposing thereof; my buying up Goods, and sending them elsewhere by his Order, and for his *Account*; or sending away his consigned Goods in my hands; our mutual Draughts and Remittances for his Account. These, and what else concern, or relate to my Management as Factor for another, you'll have orderly and distinctly recorded upon the following Accounts.

We may suppose that a Factor has it in his Commission to make no Sales upon Time, but all for ready Money; or he may sell upon Time; and in this Case, either he is not accountable for those Debts till he receives Payment; or no further than common Justice (according to the known Rules and Laws in such Matters) can oblige him for his Mismanagements; or he is bound by Agreement for Security and Payment of the Debts. I shall explain the Accounts with a View to these Circumstances.

With your Employer keep these Accounts, viz.

A. B. of ——— his Account of Goods, & Ship ——— D. M. Master.

Debtor for all the Charges they cost while under my Care, and for the Commission due to me.

Creditor for the Value of the Sales.

OBSERVE, There ought to be a distinct Account for every Consignment, and if there is but one Species, name it.

A. B. of ——— his Account Current.

Debtor for whatever he owes, or is accountable for to me as his Factor, which does not stand charged on the preceding Account.

Creditor for whatever I owe, or am accountable for to him as his Factor.

OBSERVE, 1. His Account of Goods is distinct for every Consignment. If there is but one Kind, let the Title bear it, and make Columns for the Species and Quantities.

2. The Buyers on Time must have particular Accounts; but to make a parallel betwixt these and proper *Foreign Accounts*, you may use this *General Account* for all the Buyers, viz. *A. B.* his *Account of Out-standing Debts*; though the same Reason does not hold here, because the Buyers know only you; and when they have already an Account in your Books, it is more proper to charge it there: Or, if you think this general Account of any good Use, you may use it for all those Buyers; and upon their particular Account, who have such already in the Books, make some Mark whereby to know that they are Debtor on this Account; that nothing be forgot when you clear Accounts with them.

3. You may charge your Provision upon every Sale for the Value, and at every Sale for ready Money, deduct all Charges and Provision owing; and for the Balance of that Money, make his *Account of Goods Debtor to his Account Current*. (See *Article VI.*) And the Debts owing remain upon the Creditor side unbalanced till they are paid; and then do the same; but ordinarily the *Account of Goods* is not balanced till all are disposed of; or, that your Employer demands his Account, and then charge the *Account of Goods*, Debtor to *Cash* and to *Profit*, &c. for all Expences and Provision due to you, and to his *Account Current* for the Balance of ready Money received for the Sales of his Goods; your Charges and Provision being paid; and give him up also an Account of his *Out-standing Debts*; but the Account is not to be balanced for those, unless he now takes the Goods out of your Hands; in which Case, make his *Account of Goods* Debtor to the Buyers; and assign him to the Debt; and his *Account Current* will shew the true State of Affairs betwixt you, besides what Goods remain in your Hands.

4. When Abatement is made to the Buyers at Payment, my Employer is bound to allow it, if it is made for defect in his Goods; or by order for Advancement of Money to answer his Bills; and then his *Account of Goods*, or *Account Current*, is made Debtor for the same: In other Cases it may fall upon me as Factor, as when I have taken up his Money upon Abatement before due, to serve my self; or, when having insured the Sales, I make Composition with the Debtors altogether for my own Account, then *Profit and Loss* is Debtor for those Abatements.

5. If by Order I send away any of his Goods consigned to me, I make his *Account of Goods* Debtor for the Charges; and also put on the Creditor side in the Quantity Column, so much sent away by Order; but without any *Debtor*, because the Hazard of the Voyage is my Employers; and I put the Quantity there only for a *Memorandum* to my self; but nothing in the Money Columns; and so the Balance of the *Leger* is safe. And if there was no Sale of his Goods, but the whole were now sent away by his Order, I then balance the *Account of Goods*, by marking his *Account Current* Debtor to it for the whole Charge, on the Debtor side; and with that Sum set down the Quantity on the Creditor-side of the *Account of Goods*.

6. If I oblige my self for the Sales on Time, then, when the Goods are all disposed of (or at any Time, when I would make a Balance) I carry the whole Balance of his *Account of Goods*, to his *Account Current*; because it is all absolute Debt upon me, only I may distinguish the Articles that are not yet due: Or in this Case, because all the Sales are unconditional Debts upon me, I need keep but one Account, viz. his *Account Current*, and make it Debtor for whatever he owes me as his Factor, and Creditor for what I owe or am accountable to him for his Account: And this will do well, especially with the Use of a *Factor-Book*; which see described below. If that Agreement for the Sales is made after Part of the Goods are sold, make the *Account of Goods* Debtor for the *Premium* or additional Provision on the Sales already made on Time, and for all that follows; or balance the Account now, and make no more Use of it, but of the *Account Current*.

N. B. Some use such an Account, as A. B. his *Account on Time*, to which they make the *Account of Goods* Debtor for the *Outstanding Debts*; but it is unnecessary, since these may as well stand upon the *Account of Goods*, till they are paid, and then the Balance goes to the *Account Current*.

7. When my Employer's Goods are all sold, I make the *Account of Goods* Debtor for the Provision due to me, and for what Charges are not already entered; and then I balance this *Account* by making it Debtor to his *Account Current* for the Difference, which is the neat Product of his *Account of Goods*; and in this State, a Copy of his Accounts is to be sent him. And observe, That this is not commonly done till the Out-standing Debts are all paid, unless the Factor take these Debts upon himself.

8. If I return any of my Employer's Goods, by his Order; or send them off to another of his Factors, who is accountable to himself immediately; I have nothing more to do, but to state what is due to me, and balance the Account, as in the last Article.

Of Factorage by Means of other Factors.

We may suppose one Factor to serve by Means of other Factors, whose immediate Correspondence is with that one, and not with his Employer: Which yet cannot be done without his Employer's Order. I shall therefore suppose, that by my Employer's Order I send his Goods to another Market; all the Risque and Hazard being his; Then, 1. If the Goods sent off were formerly consigned to me, I now charge the Account with the Expence at shipping or sending them off; and so the Account stands, till the Factor, to whom they are consigned, advises me of the Receipt of them. Then I keep with this Factor three different Accounts, as in proper Foreign Trade. Thus,

A. B. of—my *Account of Goods*, for the *Account of D. M.* And so of the other *Accounts*, for the same Uses as those in proper Trade.

If the Goods now sent off, were not consigned to me, but bought by Order for that Purpose, my Employer's *Account Current* is Debtor for them. And when the Factor, to whom they are sent, advises of the Receipt of them, he

is Debtor upon one of the *Accounts* kept with him, according as the Advice is; and for the Creditor, you may either make it my *Employer's Account Current* [the Narration qualifying the Debt] or rather make a particular qualified *Account*, and call it, *A. B. his Account*, at ——— And when the Returns of this Adventure come into my Hands, besides stating them in the Factor's Account, according to the Advices, I state them in my *Employer's Account*, making, *his Account* at ——— Debtor to his *Account Current*.

It will be easy to know what to do in every particular Case of this Kind of Factorage, if the Nature of these Accounts are well consider'd: Therefore I shall say no more.

Company Accounts come next in Order; but there are some particular Books that relate to the preceding Branches, fit to be described in this Place.

1st. Of the Invoice Book.

This Book contains an Account (called the *Invoice*) of all the Goods which I ship off, either for my own Account, or for others in Commission, according to the Bills of Lading; with the whole Charges till on Board; every *Invoice* following after another, in Order as they happen. It's nothing but a Copy of what is written in the *Waste-Book* in these Cases: Examples of which you'll find in the following *Waste-Books*; and therefore it's needless to make any particular Example of the Form of it here. I shall only say in general, that after the Date the Narration is to begin thus, — *Shipped Aboard the Ship* — *A. B. Master; bound for* — *the following Goods; consigned to* — *for my Account, or by Order, and for the Account of* ———. Or, the Narration may be begun, thus, — *Invoice of Goods Shipped Aboard* — &c.

The Design of this Book is for the more ready finding out these *Invoices*, than can be done in the *Waste-Book*; but, in my Opinion, there is little in this. For the *Index* directs us very readily to the *Account* of the Voyage in the *Leger*, if it's for our own Account, or to the *Employer's Account*, if it's for another; and these Accounts will as readily direct us, by the Date, to the *Invoice*, as it stands in the *Waste-Book*. Some propose the entering of these *Invoices*, both in this separate Book, and also in the Grand Memorial or *Waste-Book*; where, they think, every Thing ought to be, to make a complete Memorial of all our Business together, in Order of Time. But this Method would be double the Work, to no Purpose; because, either the *Waste-Book* or *Invoice-Book* is sufficient. And if it's thought more convenient to put all *Invoices* together, you may chuse a separate Place in the *Waste-Book* for them; though it's of no Importance whether they are thus placed, or in a Book quite distinct from the Memorial of all other Transactions.

Again

Again observe, That some who use these *Invoice-Books* have an equal Space on the opposite Page, against the *Invoice of Goods* shipped for their own Account; in which they enter all the Advices from their Factor, concerning the Disposal of those Goods; by which the whole State of these Affairs is seen at once. But your Factor's Accounts, in the *Leger*, are sufficient for this.

Of the Factor-Book.

This Book is an Account of what I receive to sell in Commission for others, and of the Disposal thereof. It is number'd and distinguish'd into Folios, like the *Leger*; upon the left Side is written, in a plain narrative Stile, *An Account of the Goods received, with all Charges*: And on the other Side is written, *An Account of all the Sales and Disposal of those Goods*. So that it is plainly a Copy of your Employer's *Account of Goods* in the *Leger* (formerly described) in the Stile of the *Waste-Book*.

If you do little in Commission, a separate Book is needless; but otherwise it may be more convenient. For though the *Leger* Accounts with your Employer are still necessary, yet they will, by this Means, be contracted. For I would take this Method, viz. The Charges paid upon his Goods being entered in this *Factor-Book*, from Time to Time, I would not enter them in the *Leger* till the Goods were all sold, or out of my Hands, or the Account otherwise brought to a Conclusion; then place the Charges and Commission due, to your Employer's *Account of Goods*; (the Creditors being *Cash*, and *Profit*, &c.) and give it Credit also for all the Sales in one Sum. [And observe that where Sales were made on Time, I would place them to the Debtors Account as soon as they are sold] but if all the Sales are for ready Money, you may enter the Charges and Sales upon his *Account Current*. Or rather, in this Case, enter only the Balance of the Charges and Sales to his Account, and that of *Cash*; and at the same Time make his *Account Current* Debtor to *Profit* and *Loss*, for your Commission. When you send your Employer his Accounts, he must have a Copy of his *Account of Goods*, at large, from the *Factor-Book*.

As to the placing the Contents of this Account, both in the *Waste-Book* and *Factor-Book*, it is certainly superfluous, one of them being sufficient. But all other Transactions, relating to my Employer's Affairs; as Bills drawn or remitted, &c. must go into the *Waste-Book*. Also, when *Out-standing Debts* are paid, besides the Entry of them in the *Waste* and *Leger*, you may mark them paid in the *Factor-Book*.

There is another subservient Book, which may be very useful to those who receive or make many Payments, though it makes no Alteration in the other Books. It is called,

The Month-Book.

It is numbered in Folios like the *Leger*, and divided into Spaces, on the Top of each of which are the Names of the 12 Months of the Year; *January, February, &c.* allowing a whole Folio, or what you please, to each Month; and a different Set of 12 Spaces for every different Year. On the left Page enter the Payments to be made to you, in that Month: And on the right Page the Payments you are to make. Make a Column on the left Hand of every Page; in which, write the Day of Payment. After which, write the Name of the Debtor or Creditor; and draw the Sum into the Money Columns: Then, when the Payment is made, either mark it by the Word *paid*, on the Margin; or, if you make double Money Columns, enter the Debt in the Inner; and when paid, draw it out to the outer Columns. In Case of partial Payments, you may shew it in the *Month-Book*, by some particular Mark; and when the Whole is paid, draw it out.

S E C T. IV.

Company Accounts.

THERE may be a great Variety here, according to the Nature and Constitution of Companies; and the Conditions upon which Men enter into Partnership. I do not take it for my Business to insist upon every Supposition that might be made; my chief Design, in all this Treatise, being to give a true and universal Notion of the Method of *Debtor and Creditor*, by explaining the general Principles, and making as much Application as may sufficiently illustrate them. For the whole Knowledge of *Book-keeping* is comprehended in a few fundamental Rules and Notions; so that the Design or End, and the Method in general, being well considered, and distinctly apprehended, there is no Necessity for a vast Variety of Applications: A few Cases well chosen (especially if you see practical Examples thereof, duly stated in Form, as is done in the following *Waste, &c. Books*) will fix the Notion of the Method, and open all the Nature of it, so as to put one who has duly considered the essential Parts, which are few and general, in a Capacity to apply them to any Subject and form such arbitrary Schemes (still within the Limits of the general Rules) as shall exactly answer the End of
Book-

Book-keeping : Therefore I have thought it sufficient, upon the Head of *Company Accounts*, to make the Application in a few Instances of more *private Partnership* : And for the greater Distinctness, I divide them into two Branches, and upon each Branch make two Suppositions, concerning the Constitution of the *Company*.

BRANCH I. When I am concerned in a Company, where the Accounts and chief Management are under the Direction of another Partner.

BRANCH II. When I am Accountant and chief Manager.

Again, As to the Nature of the *Company*, I make these Suppositions :

1. I suppose a very simple Kind of Society, which I call an *Unfix'd Company* ; because they have no standing and fixed Stock, but (for Example) buy, from Time to Time, Parcels of this or the other Kind of Goods, to be disposed of in domestick or foreign Trade ; and withdraw their Shares of the Value sold, when they please ; by which Means their Stocks or Effects in Company, perpetually vary, according to the Value of those different Transactions : And such Partnerships may be enter'd into for one single Parcel of Goods, or Voyage ; or they may continue for some Course of Trade.
2. I suppose a fix'd Capital Stock, of which every Partner furnishes his Share ; and this to be the subject Matter of all the subsequent Transactions of Trade.

Company Accounts.

Branch I. When another Partner is Accountant and Manager.

Supposition I. When the Company is unfix'd.

In this Case the Manager (*A. B.*) is obliged, at all Times, to exhibit fair and distinct Accounts of the State of Affairs to his Partners : I have no more to do but to keep plain Accounts of what I give, or owe to the Company, and what I receive ; which I do under these Titles, *viz.*

1. *A. B. My Account with him, &c. in Company $\frac{1}{2}$ (or $\frac{2}{3}$, containing every Share) is*

Debtor for all that I give out, or owe to the Company, as my Share of the Stock, and Charges ; *that is*, of the first Stock, or any subsequent Purchase ; and all Charges which I am accountable for a Share of.

Creditor for all that I receive on Account of my Concerns in Company, or allow for the same (See the 2d Observation below) and for my Share of Losses.

Observe, 1. The Partners may have Accounts in my Books, as other Men have ; and even the Partner *Trustee* may have another Account ; because,

that described is the Account of a mere Trust; and must be distinguished from the real and absolute Debts betwixt us, upon other particular Dealings: Besides which, there may be absolute Debts betwixt us, relating to the Company's Concerns; as when he pays or stands bound for the whole, or part of my Share and Effects purchased for *Company Account*; or I the like for him; as, if he should draw a Bill on me for Payment of more than my Share. This other Account I call,

A. B. His proper Account.

Debtor and Creditor for what we mutually owe, and pay upon other particular Dealings, or what he stands bound for, or pays for me, or I for him, of our Shares of the Effects purchased for the Company.

OBSERVE, 2. When *A. B.* advises of Money received for Effects of the Company sold, unless I immediately draw my Share from him, I make his *proper Account Debtor to my Account in Company*, for the same, that I may more readily know what Money is in his Hands; but especially, this is useful, when I was owing him a Debt, particularly for *Company Account*, which he now pays himself out of the Money come into his Hands; and if he charges Interest for what he has advanced for me, I give his *proper Account Credit* for the same.

3. When the Partners come to a Reckoning with their *Trustee*, he will charge them with his *Provision* or Allowance as Manager, and other petty Charges, and Interest for Advance of Money, which have not yet been charged to Account, for my Share of all which I make *my Account in Company Debtor to his proper Account*. And now, for what *A. B.* gives for clearing of his Trust, let it be charged to the Accounts according to their Uses; and then the *Account in Company* will shew what I have gained by the Partnership; and *A. B.'s proper Account* will shew what other real Debts are betwixt us. See more concerning this, in Chapter III.

Company Accounts.

Branch I. When another is Manager.

Supposition II. Of a fix'd Company.

My Account in Company with A. B. &c.

Debtor for my Share, stocked in, or owing; and this Account I never touch more, till the *Company Accounts* are examined and balanced with the Managers; and then if I withdraw my Stock, this Account is *Creditor* for it: What Gain or Loss falls to my Share, I state to the Account of *Profit and Loss*; and if the Company think fit either to encrease or diminish their Stocks, I make this Account *Creditor* for the Part lessened, or *Debtor* for the Addition.

In

In this Case I give also the Partners *particular Accounts* in my Books; and for the Partner, who by being chief Manager, gives his Name to the Company, upon his particular Account I place every Thing (except what is already said to belong to the former Account) which I give or receive from him upon *Company Account*.

Company Accounts.

Branch II. When I am Accountant and Manager.

Supposition I. Of an unfix'd Company.

Every Partner keeps *Accounts* for himself by the former Directions; and I am bound to keep Accounts for them all (because their Effects are in my Custody, and under my Management) which I may do either in my own Books, if their Affairs are but simple; or I may do it in separate and distinct Books, if the Value and Circumstances of their Affairs require it. I shall take the most simple Case first, *viz.* That I record the Company's Transactions in my own Books; which is done upon these Accounts.

1. Account of Goods in Company with ———

Use this Account the same Way as if the Goods were all your own, *i. e.* make it Debtor for all that's brought in, or purchased for the Company's Account, with all Cost and Charges; and Creditor for what's disposed of out of the same.

OBSERVE, You may use a general *Account*, or a particular one, for every kind of Goods, as you think convenient; also, you may name all the Partners, and their Shares, in the Title; or say only, ——— with *A. B.* and *Partners*, if there are any more; or give it any other Distinction you please, whereby it may be known to what Company the Goods belong.

For every Partner there must be an Account, and perhaps two; which are these,

2. A. B. His Account in Company with ———

Creditor for his Share of all the Goods (or Stock) of the Company, stocked in at first, or brought into it afterwards; and of all Charges and Expences, and of the neat Gains.

Debtor for what I pay my Partner on Account of his Concerns in Company, or give out of his Effects in my Hands, either in Bills, Goods, or Money given out for his Account, or what else he ought to allow for the same, as his Share of all Losses.

This is an Account of a mere Trust; and therefore the following Account will also be necessary.

3. A. B. *His proper (or particular) Account.*

Debtor and *Creditor* (as any other Person's Account in proper Trade) for what we mutually owe, and pay, upon other particular Dealings; and even Things relative to the Company's Affairs, which fall not within the Use of the former Account: Particularly, it is *Debtor* to me for what I advance or am bound for, of his share of Goods or Charges that belong to the Company; and *Creditor* for his Payment of this, or what he advances, or is engaged for of my Share; and when I draw a Bill upon him for more than his own Share, which he accepts for my Account: But if he accepts for the Account of another Partner, I give him Credit for no more than his Part, and give that Other Credit, as if I had drawn on him.

If the Uses of these Accounts be carefully considered, the *Debtors* and *Creditors* in all Transactions of domestick Trade in Company, will be easily discovered: But to make the Application as plain as I can, I shall subjoin a few Cases, which when you have well considered, and compared with the Description of the Accounts, you'll see that this is all that's necessary to be known or remember'd, for these, or any other Cases; provided also we take along with us the general Rules for other Accounts that may be concerned; which are never to be transgressed; for 'tis plain, every Transaction of Company Trade must be recorded the same way as the like Transactions of proper Trade, (with the bare change of some Titles) the only Thing that's new here, being, the Record I must make for my Partner's Shares due to them, and by them.

Case 1. If my Partners give me *Cash* to be laid out for their Account, in buying Goods, I make *Cash* *Debtor* to their *Account in Company*, for their Share; or make *Cash* *Debtor* to my *Partner's proper Account*, for what he gives; and when that is laid out, make this *Account* *Debtor* to his *Account in Company*: Both Ways are equal upon the Matter; but the first is shortest. When the Goods are bought, they are *Debtor* to *Cash*; but if they stock in Goods, or pay the Money at the Buying, or I draw upon them for their Shares; I make the *Account of Goods* *Debtor* to their *Account in Company* for their Share, and to what I put in for my Share.

2. If I buy Goods for the Company from a Stranger, or sell them out of my private Effects, either I have Money in my Hands that belongs to the Partners, or not; in both Cases I first charge the *Goods in Company* *Debtor* to *Partner's Account in Company*, for his Share, and to what I have given, or the Persons to whom I owe my Share; then I make *Partner's Account in Company* *Debtor* to *Cash*, for so much of his Share as I have laid out at this Time; because this is a real Payment to him of that Money in my Hands; and for what I have advanced or stand engaged for on his Account, I make *his particular Account* *Debtor* to *Cash*, &c. If the Partners pay in their Shares at the Buying, or stand personally obliged for the same (when bought of a Stranger) or when I draw Bills on them immediately for their Shares; the Seller has Credit for nothing but what I owe him for my Share; and there is no more to be done

done than what is first said. But if I draw on any Partner for more than his Share, *his proper Account* must be *Creditor* for that. If I pay for those Goods by a Bill on one who owes the Company, the Goods are *Debtor*, as before, to *Partners Account in Company*, to shew their Share; but because it is paid by their Share of this Debt, make thier *Account in Company Debtor* (to discharge me) to the Person, on whom the Assignment or Bill is drawn.

3. If I pay a Debt owing by the Company to my self, or to another, out of their Money in my Hands, or by a Bill on one who owes to the Company, their *Accounts in Company* (whose Money I pay it with) are *Debtors* to their *particular Accounts* (for the same Reason as in the last Case.) If the Debt is paid to my self, there is no more to be done; if to another, I charge him *Debtor* to the Account that pays him, to balance his Account. If the Debt is more than Partners Share of Cash in my Hands amounts to, yet there is no more to be done; for their particular Accounts stand *Debtors* ever since the Debt was contracted.

4. If my Partner for Payment of a Debt, which he owes me by his particular Account, assigns to me his Share of a Debt owing to the Company, which I accept of as Payment, His *Account in Company* is *Debtor* to his *particular Account*, for the Value of that Share; for it is so much of his Concerns received of me.

5. If by Order, or Consent of the Company, I take Goods for Payment of a Debt owing to the Company—*Goods in Company* (received) are *Debtors* to the Person who gives them; or if they are received in *Barter*, they are *Debtor* to the Goods given out; and for these nothing need be put on the *Creditor-side* of the Partners *Account in Company*; because they are received only in return for other Value of the Company's, which is already on the *Creditor-side* of their Account. But to shew every Step, I may make the Goods received *Debtor* to Partner's *Account in Company* for his Share thereof, and at the same Time make this Account *Debtor* (to discharge my self of what's given out) to the *Account* of Goods given out in the one Case, and to the Person who now pays the Debt in the other Case. And if there is more received than given out, or than the Debt which was due, the Surplus paid or owing, must be considered as a new Purchase, and stated as above, in *Case II*.

OBSERVE also, If I take these Goods for my own Account, then I'm become absolutely *Debtor* to the Company for their Shares of the Debt now paid; and if we suppose the *Debtor* would have paid the Debt in Money, then I'm accountable for it as if it were Money paid.

6. If I give Goods of the Company's, for Payment of a Debt contracted for their Account, the Receiver is *Debtor* to the *Account of Goods*; and Partner's *Account in Company* is *Debtor* (to discharge me) to his *particular Account* for his Share thereof, which also discharges him, if he is still owing his Part of that Debt; and if not, gives him Credit; for which he may draw upon me.

7. If any Buyer of the Company's Goods draw a Bill on any Partner for the Price, that Partner's *proper Account* is *Debtor*; and if I was owing that Partner by his *proper Account*, an equal Sum, become due at this Time, and which he de-

demands, the one balances the other, and this Sale is as ready Money to the Company; if that Partner be *Creditor* for nothing, and by Agreement with me, takes this Bill as Payment of his Money in my Hands, I make his *proper Account Debtor* as before; and at the same Time make his *Account in Company Debtor* to his *proper Account* for the same, at least so much thereof as goes to that Payment; thus his *proper Account* is balanced, and I have paid him so much of his Concerns. But it must be considered, that this Way the Bill becomes also as ready Money to the rest of the Partners for their Shares.

8. If one Partner assign his Concerns in Company to another; make his *Account in Company Debtor* to that other's *Account in Company*; but if it be an Assignment for the Share of the ready Money in my Hands, the Assignees *proper Account* is *Creditor*.

9. If any Partner sell of the Company's Goods, and receive Payment, his *proper Account* is *Debtor*: If I owe him, or he takes this to Account of his ready Money in my Hands, do as above in Case 7.

10. If I draw a Bill upon one Partner payable to another, the Assignees *proper Account*, or *Account in Company*, is *Debtor* (the first, if it's for Payment of what I owe him by that Account; the second, if it's for his Concerns in Company) to the other's *proper Account*.

11. For small Sales made on Time, of the Company's Goods, to Persons who have no other Account with you, use this Account, viz. *Retail Account of Sales in Company*, to represent such Debtors.

12. When I lay out Money for the Company, and have none of theirs in my Hands, I ought to have Interest allowed me till the Time I receive Payment thereof; when I receive Money of theirs, I charge their *proper Accounts Debtors* to *Profit and Loss*, for the Interest owing, and then paying my self out of their Money, I make their *Accounts in Company Debtor* (because this Money is so much of their Concerns) to their *proper Account*, which discharges them; but if they pay this Debt and Interest any other Way, I make the Account by which they pay, *Debtor* to *Profit and Loss*, and to their *proper Accounts*.

OBSERVE, Some propose to make Partner's *Account in Company Debtor* to his *proper Account*, for his Share of the ready Money received by me for the Company's Effects, that it may be seen at all Times what Money of the Partners is in my Hands; and his *proper Account* is made *Debtor*, when that Money is given out by me. But this is needless Labour, especially in such simple Societies. The other Accounts belonging to the Company will shew what Money is in my Hands; and then let their *Account in Company* be charged for what I give out, as above directed. When the Company's Affairs are more considerable, I have shewn you a little above what you may do.

OBSERVE, The petty Charges and Provision due to me as Manager for the Company, may either be stated to the Account of Goods in Company; or I may erect an Account of *Profit and Loss* for every Company, and make it *Debtor* and *Creditor* for all Gains and Losses, which belong to the whole Company, upon

upon the same Occurrences as in proper Trade. See more of this in Chapter III.

For Foreign Trade in Company.

There are the same Accounts to be kept here, as in proper Foreign Trade, only in the Titles change *My* into *Our*, and let it be known what Company the Account belongs to, thus; viz. (1.) *Voyage, &c. for the Account in Company with ——— &c.* (2.) *A. B. (Factor) our Account of Goods in Company, &c.* (3.) *Our Account of Sales in Company, &c.* And, (4.) *Our Account Current in Company, &c.* These Accounts are to be used the same Way as in proper Trade, in like Circumstances; and there can be no Difficulty, if you understand and remember the true Design and Use of the two Accounts above directed to be kept for every Partner; and therefore I shall not insist upon any Particulars.

And now when I have done with these Instructions for keeping *Company Accounts* in my own private Books, if you ask me where my own Share stands, I tell you it stands upon every Account which is either *Debtor* or *Creditor* upon *Company Accounts*; for my Partner's Share being justly placed to his Account, the Remainder is my Share, and in my own Hands with the common Stock.

Of Keeping Company Accounts in separate Books from my other private Affairs.

If we suppose the Company is still unfix'd, and their Affairs to be of that Consequence, that it is necessary their Accounts be kept in distinct and separate Books, from my other private Affairs; then I would choose this Method.

1. Let there be a separate *Waste-Book*, wherein every Thing is recorded that concerns the Company.

2. For the *Company's Leger*, let it contain these Accounts, viz.

(1.) Every Partner an *Account in Company*, and a *particular Account*, for the Uses abovementioned.

(2.) I would give my self, (by my Name) two Accounts of the same Kind, and for the same Uses, viz. *My Account in Company*, to shew on the *Creditor-side* my Share of all Goods, &c. like the other Partners; on the *Debtor-side*, what Goods or Money of the Company's I take to Account of my Concerns: *My particular Account*, to shew on the *Creditor-side*, what the Company (or any one Partner) owes me for Goods paid for them, out of my private Cash or Effects, or any other Thing paid for them, as they are Partners of the Company; or what I am engaged for them on my private Credit: On the *Debtor-side*, what Payment is made to me of those Debts; and also my Share of Goods bought for the Company, and Charges on them, owing on their Credit; or Money borrowed on the Company's Credit, for which *my Account in Company* is to be Creditor, as above directed.

(3.) There must be an Account *Cash in Company* ; *Debtor* for every Article I receive from others, or bring from my private Cash any manner of way, for the Company's Use, or receive from any Partner, if it relates to his Concerns in Company ; and *Creditor* for all I give out of that which is before put on the *Debtor-side*.

Though all the Company's Effects are in my Hands, yet it is necessary I should have Accounts in the Company's Books (titled with my Name) the same as the other Partners have ; for these Reasons, *viz.* that there be no Transaction in which the Debtor and Creditor be, the one in my private Books, and the other in the Company's, which would be absurd ; for then neither of those Books could be brought to a Balance, unless the other were balanced too ; which is contrary to the Design of keeping separate Books. This is remedied in the Company-Books by the Use of my Accounts in it ; but then as to my private *Leger*, there must necessarily be kept in it such an Account as, *My Account with Company*, &c. whose Use is to contain on the *Debtor-side*, all the Articles of Money, Goods, Bills, &c. which go from my private Effects to the Company for my Share, or what my private Credit is engaged for upon the Company's Account ; and it is *Creditor* for whatever I receive or transfer from the Company to my private Concerns, either on account of my particular Share in the Company, or for payment of what was due to me by the Partners ; so that the Use of this Account in my private *Leger*, is for keeping up the Balance thereof, upon the transferring of any Thing from my private Concerns into the Company, or from this to that. The more distinct State of my Concerns in the Company you'll find in this new *Leger*.

By this Means my private Books may be balanced when I please, without touching the Company's Books ; as you'll better understand in *Chapter III.* Every one who deals with the Company on their Credit, has an Account in their Books ; the same Person may also have an Account in my private Books for his dealing with me, as may also those who are my Partners in Company.

Now with respect to this way of keeping Company Accounts, I'm convinced I need not make a Multitude of Examples ; for whoever understands the simple Scheme of *Company-Accounts* kept in my Books, needs to have nothing added to the Description I have now given of this Method, in the Use of the several Accounts : But that I may leave no Obscurity, and yet not be tedious, I shall add a few Things.

1. If you remember that nothing is put to any Partners *particular Account*, or *Account in Company*, or *Goods in Company*, &c. but what would have gone to the same Accounts, if they had been kept in my private *Leger*, every Thing will be easy ; for I have nothing to do, peculiar to this Method, but to charge my Share of every Thing to *my Account in Company*, and my *particular Account* in these separate Books, as I do with the other Partners ; and then to take care, that what is transferred from my Property to the Company's, or what from this to that, be duly entered, both in my Books and the Company's, according to the Use of the Accounts already described. But more particularly,

2. When

2. When I give in Goods or Money of my own to the Company, I first make *My Account with Company* — &c. *Debtor* for it, in my private Books; then it becomes the Company's, therefore in their Books I make *Cash in Company*, or *Account of Goods in Company Debtor to My Account in Company*, for my Share; and to the *Partners Accounts in Company* for their respective Shares, which they give in, or I for them; but then I must consider their Debt to me, and make their *particular Accounts Debtors* to my *particular Account* for their Shares owing me; and when they pay me, I discharge their *particular Account*, and make mine *Debtor*, and transfer the Thing received into my private Accounts, by means of the Title, *My Account with* ——— &c. in my own Books.

3. If I buy Goods for the Company, and pay for them with Cash of theirs in my Hands; I make the *Goods in Company Debtor* to each of our *Accounts in Company* for the Shares, and then make the same *Accounts in Company Debtor to Cash in Company*, for each one's Share of that Cash given out; and thus Things are in a distinct Balance. If there is any Thing given out of my private Concerns at this Time; as, if I pay the whole or part out of my own Cash, or the Goods be sold out of my private Effects to the Company; then, besides recording it in my *Leger*, the *Partners particular Accounts* are *Debtors* to my *particular Account* in their Books for the same: When they pay me, do as last directed.

4. If Goods are bought for the Company *on Time*, either they are bought on the Company's Credit; and then the Seller has Credit in their Books by each Partner's (and my own) *particular Account*, each for his Share; or they are bought on my private Credit, and then the Seller has Credit in my Books, by *my Account with* ——— &c. The *Account of Goods in Company*, in their Books is *Debtor* to each *Account in Company* for the Shares, in both Cases; and, for what the Partners owe me in the last Case, make their *particular Accounts Debtors* to my *particular Account*.

5. If I take any Partner's Share of the Company's *Cash*, come into my Hands, for Payment of what he owes me upon *Company Account*, or if he pays me any other way, in both Cases my *particular Account* is *Debtor* to his, to discharge him; and also in the first Case, his *Account in Company, Debtor to Cash in Company*, to discharge me; then I carry the Thing received into my private *Leger*, as above directed. If this Debt was paid to another who had Credit in the Company's Books, the Receiver is *Debtor to mine*, and to each Partner's *particular Account* (who owes) for his Share of this Cash paid; and our *Accounts in Company* are *Debtors to Cash in Company*. If the Debt I pay is more than this *Cash in Company* amounts to, so that I advance any Thing out of my private Effects; or when I pay the whole Debt with private Effects; the *Partners particular Accounts* stand *Debtors*, since the first contracting the Debt, and the Receiver is made *Debtor* to my *particular Account* for what I so pay out of my private Effects; and let it be stated in my private *Leger*, as above. If the Person who is now paid off this Debt, had Credit for the same in my private *Leger*, he is made *Debtor* there to my *Account in Company*, &c. and in the Company's *Leger*, each Partner's (and my own) *Account in Company Debtor to Cash in*
L Com-

Company, for our Shares of what is paid out of that : And because my *particular Account* was Creditor for the whole Debt, being contracted on my Credit ; therefore my *particular Account* is Debtor to their *particular Accounts*, for their Shares of the Debt paid with their Money ; and if the Whole, or Part, is paid with my private Effects, there is nothing to be done for that in the Company's *Leger* ; the Partners *particular Accounts* standing already Debtor for their Shares of the Debt now paid.

6. For what I take out of the Company's Effects on Account of my particular Concerns ; my *Account in Company* is Debtor for it (as the other Partners for what they receive) and then it becomes private Effects, and to be stated in my own *Leger*.

Lastly, I shall observe, That it is rare if unfix'd Companies need to have separate Books ; however, to compare these Instructions with the Design of *Book-keeping*, and the more general Notions thereof, may prove very helpful to the forming a more comprehensive and universal Idea of this Art.

Company Accounts.

Branch II. When I am Manager.

Supposition II. Of a fix'd Company.

The Affairs of this Kind of Society, especially those of a more publick Nature, must be recorded in distinct and separate Books ; the Method whereof is very easy : Thus,

1st. There must be a distinct *Waste-Book*, and *Journal* too, if you please.

2^d. A *Leger* ; in which all the *real* Subjects, that is, *Cash*, and *Goods*, belonging to the Company, must have Accounts, and every Man who deals with the Company upon its Credit. There must also be *Foreign Accounts* with the Company's Factors ; and other Accounts, as in proper Trade, for the same Uses. *Lastly*, Every Partner (and my self) must have two Accounts, *viz.* an *Account in Company*, and a *Particular Account*, for these Uses :

Every one's *Account in Company* is made Creditor for his Share of the Stock ; and it stands so ; for there goes no other Thing to that Account, except the Company increase or diminish their Stock ; or at balancing of their Accounts ; of which we shall treat below.

The *Particular Accounts* are made Debtors for what any of us receives out of the Company's Effects ; and Creditors for whatever any of us gives out of his private Concerns, to the Company, (excepting the Capital Stock) either Money lent to the Company, or Goods sold to it, or bought on our private Credit, or Bills payable to the Company, or to those to whom they are Debtors, &c. and all such Debts or Credits are understood to be owing to, or by the whole Company.

It must be remembered also, that what goes from my private Property to the Company's, is to be enter'd both in my Books and the Company's ; which is done

done in my Books, by an Account, which, as in the former Scheme, I call, *My Account with —*, or, in such a Company, naming it. Now this being carefully remember'd, all the Transactions belonging to the Company's Affairs are recorded in their *Leger*, the same way as in proper Trade, *i. e.* by the general Rules for the Use of *Personal* and *Real Accounts*, &c. the Partners *Particular Accounts* being charged and discharged, as any indifferent Person's Account, who is Debtor to, or Creditor by the Company. So that, in short, the Capital Stock being enter'd upon the Creditor Side of the Partners *Account in Company*, and the Debtor Side of *Cash in Company*, &c. or of those Partners *Particular Accounts*, who have not yet paid in their Share; all the following Transactions of their Affairs are enter'd as in proper Trade: Every Partner's *Particular Account* being used afterwards, as any other Person's Account who deals with the Company, *i. e.* It is Debtor for what he receives from, or otherwise owes to the Company; and Creditor for what the Company receives from, or otherwise owes him. The same is true of my own *Particular Account*, (remembering carefully the Entry, necessary to be made in my private Books) for I consider my self in a double Capacity; 1st. As *Book-keeper* to the Company, I do every Thing as if I were not a Partner. But, 2^d. As I am one, I must give my self Accounts in their *Leger*, as I do to the rest of the Company; and if at any Time the Company require to balance their Books, I am accountable for all the Balance of Money or Goods found to be in my Hands, by these Accounts: And what I am Debtor for, on my *Particular Account*, or any other Partner or Person whatever, 'tis all understood to be Effects belonging to the whole Company; and what I or any other Partner (or any other Person) is Creditor for, on our *Particular Accounts*, or our Accounts in Company, is a Debt due by the whole Company; to be clear'd out of the foresaid Effects: And thus I keep a distinct State of their Affairs; and can make up my Accounts with Ease.

But lest any Difficulty should remain, I shall add these few Particulars:

1. When the Company give in their Stocks, I make *my Account with Company*, &c. (in my private Books) Debtor to what I stock in; then in the Company's Books make *Cash in Company*, such Goods or other Effects, as are stocked in, Debtors to each of our Accounts in Company, for our Shares. If afterwards they increase or diminish their Stock, it's plain what we must do.

2. But if you would have an Account, on which all the Shares of the Stock should be seen at all Times, and no other Thing; then make *Cash in Company* (or other Things stocked in) Debtors to *Stock in Company* for the Shares; but immediately balance this Account of Stock, and make it Debtor to the Partners *Accounts in Company*.

3. If any Partner does not immediately give in his Stock, then, because I must begin the Company's Books upon its first Existence, I state the Things actually given in; and for the Partner who has not paid, make his *Particular Account* Debtor to *Stock*; and that Debtor to his Account in Company: If no Stock Account is kept, make his *Particular Account* Debtor to his Ac-

count in Company ; and when he pays it, his *Particular Account* is discharged.

N. B. If you do not extend these Shares unpaid, upon the Stock Account, it will appear at a Glance, what is paid, and what not. When they are paid, draw them out, and discharge his *Particular Account*, who owed, and has now paid.

4. If I or any Partner, take a certain Time to pay in our Stock ; for which we are to give the Company Interest ; let that Partner's *Particular Account* be made Debtor to *Interest Account*, or *Profit and Loss in Company*, for the same, as well as to his *Account in Company* for his Stock.

5. If any Partner sell his Share, or any Part thereof, the Person to whom he sells, must have an Account in the Company's Books ; and his *Account in Company*, be Creditor by the Seller's *Account in Company*, for the Value. Or, if there is a *Stock Account*, make the Partner (who transfers) *His Account in Company*, Debtor to Stock ; and this, Debtor to the new Partner's *Account in Company*. Also observe, That if he who transfers, owes that, or any Part of it, to the Company ; then, the Company having consented to this Transfer, make the new Partner's Account Debtor to the others *Particular Account* for what is owing to the Company ; and if the Company take in one or more Partners afterwards, making hereby an Addition to the Capital, enter these Partners Shares as the former were ; and if these pay or owe any Thing to the Company, more than their Stock, for being taken in ; it goes to the *Profit and Loss Account*.

6. If a Person, who owes me in my private *Leger*, sells Goods to the Company, or becomes their Creditor otherwise ; if he and I agree that the one Debt shall discharge the other (for so much) I give him Credit in my Books, by my *Account in Company*, &c. and supposing he was already Creditor in the Company's Books, make him Debtor there to my *Particular Account*.

7. If I buy Goods for the Company, or sell them out of my private Effects, having no Money of theirs to pay for them, or having given nothing of theirs for them ; in my private Books, my *Account with*, &c. is Debtor for what I pay and give out of my Effects for the Company, or what I am personally engaged for ; and in the Company's Books, the Goods are Debtor to my *Particular Account* ; but being paid out of their Effects, the Thing received is Debtor to the Thing deliver'd, for the Value of what's deliver'd ; or if the Seller gives Credit to the Company, then the Goods are Debtor to him, in the Company's Books.

Of Exchange in Company.

This is a Kind of Trade, wherein two Persons living in different Places, remit to one another certain Sums, to be employ'd for both their Accounts, in mutual Exchange, *i. e.* they answer one the other's Bills ; the Gains made by the Exchange are equally divided, because the Stocks are so. This is, in Effect, a Kind of *Proper Trade* ; for both keep the same Kind of Accounts for

for what they give out or receive, which I would call, *A. B. at — our Account of Exchange in Company*, Debtor for all the Bills I remit to him, or he draws on me; Creditor for all he remits to me, or I draw on him.

This Account must have an inner Column for the Foreign Money of the Bills; and so the outer Column of the Debtor Side, shews what Money, of my own Country, I have given out; and the inner Column shews what Value, of his Country Money my Partner has received: On the Creditor Side it is contrary; and what is outer-Column on the Debtor Side of my Book, is inner-Column on the Creditor Side of my Partner's; and my inner, his outer Column of opposite Sides, the same Way.

Observe, 1. You may have Use for another Account with your Correspondent; as, *A. B. his Particular or Current Account*; in Case of other Dealings betwixt you, or in Case his Bills are refused and protested; then this Account is Debtor for the Charges, and Creditor for the Charges of my Bills protested. *See more of the Use of this Account in the next Chapter.*

2. For Bills drawn at long Usance, some make Use of *our Account on Time*; and when the Bills fall due, carry them from this to the other Account: But the first is sufficient to shew the whole State and Circumstance, by the Narration.

C H A P. III.

Of the Closing and Balancing of Accounts; with the Method of comparing the Books, and correcting of Errors.

INTRODUCTION.

WE are now come to the last Stage of this Work, viz. the *Closing and Balancing of the Leger.*

The first Chapter shews the general and fundamental Principles of this Art. The second shews more particularly, besides the Use of some subservient Books, how the *Leger* is begun, and carried on, in the Use of various particular Accounts. And this Chapter shall finish the Instructions of this Art; by shewing you how the whole Accounts are closed, and terminated in one *General Account or Inventory*, of the present total State of your Affairs; upon which a new *Leger*, and Course of Accounts, may be begun. But before we begin this Work, two Things are supposed to be done.

1st. That every Thing be duly transferred from the subsidiary Books, into the *Leger*, viz. from the *Cash-Book*, *Book of Expence of Living*, and *Charges of Merchandize*, &c. not only Articles already paid, but also what are owing, if they are known and adjusted.

Any particular Note that may be necessary for some particular Accounts, shall be afterwards added to the Instructions for balancing those Accounts.

2^d. That all Errors committed in the Books be corrected; for till these are discover'd and corrected, or that you find some probable Argument that there are no Errors, you ought not to begin this Work of making a general State of your Affairs; because you'll still want a reasonable Probability for the Truth and Justice of your Accounts.

S E C T. I.

Of the Discovery and Correction of Errors, especially in the Leger.

ARTICLE I. *I shall here, in the first Place, take Notice of the General Proof of the Accounts, arising from the Rule of a Balance of Debt and Credit, in every Article entered in the Leger.*

THE Consequence of that Rule, being an Equality of the total Debt and Credit; therefore, if the total Debts of all the *Accounts* are gathered into one total Sum, and also the Credits, these two Sums will be equal, if all is right; so that if they are not equal, it's a certain Proof that there are Errors, or Omissions, in some Account or other. But then it must be *observed*, That though this Balance be good, it's no certain absolute Proof that there are no Errors; because something may be quite omitted, or there may be like Errors, *i. e.* Excesses or Defects, in the Debt and Credit of the *Leger*; which being equal to one another, will still preserve the General Balance. Yet again, this must be *observed*, That there's a very great Chance against this Circumstance of Errors; for there must be, at least, two Errors, which must also be like, equal, and upon opposite Sides. And if there are more than two; then if one or more of them are Defects or Excesses, others must be of the same Kind, and upon opposite Sides, and must also be equal. Now if we consider the great Chance against such a Circumstance of Errors, we may reckon the General Balance a very probable Argument that there are no Errors. But then supposing we have made Trial of the General Balance, and found it to fail, we are still where we were, as to the Discovery of the particular Errors; which can be made no other Way than by a diligent and careful Comparison of all the Books with one another, from the Beginning: And this indeed will be a troublesome Work; yet not to be avoided, if you would

would have a regular and just Proof ; unless by some lucky Accident, or Memory, you make a Discovery which restores the Balance.

Again *observe*, To prevent having all this troublesome Comparison to make at once, it ought to be done gradually, as the Accounts go on. For *Example*, Once a Month, or Week, as you think fit ; for if there's a Multitude of Business, it will require to be oftner done ; so that when you come to the Work of making a General State of your Affairs, you have nothing to examine but the last Week or Month.

Observe also, That though all the Books are supposed to be filled up with great Care ; yet, as there's no Infallibility ; so, by a second Examination, at some Distance of Time, we may discover Errors not discovered the first Time ; or prove the Work to be right ; at least, there will be a great Probability of it.

Now all Things being thus carefully examin'd, and all Errors corrected, the General Balance will certainly be good ; and so by both these Means you have the greater Probability against Errors.

But if you have taken this Method of comparing your Books gradually, you need not take the Trouble of making any further Proof by the Balance, till you have made up your General State, (in the Manner after explain'd) because if that Balance should fail, I know not what else can be done to correct it ; and you must make the best you can of the Accounts ; but as there's a great Probability that all is right, you'll have the last Proof of it, after the General State is made up, from the same Rule of the General Balance.

ARTICLE II. *I shall next consider more particularly, the Method of examining the Books ; of marking what's right, and correcting what's wrong.*

1st. *For the Waste-Book.*

As the *Waste-Book* is the Ground-Work of the Accounts, here the Examination must begin : And,

1. If any Transaction or Circumstance of a Transaction is quite omitted ; then, because this is the first Record made of it, you can have no Assistance from a Comparison with other Books ; therefore the Discovery of this will entirely depend upon the Accident of remembring it ; which sometimes may be owing to the reading over other Transactions, that happened in the same Day. Such Omissions, when they are discover'd, ought to be enter'd in a separate Place allotted for that Purpose ; with a Reference to it, from the Place where it is omitted.

2. If the Error be a wrong Number, or Name, or any other Word ; you may correct it by razing out what's wrong, and filling up the right. If a Number or Word is wanting, interline it ; or if it's too much, cancel it with your

your Pen. But here I must *observe* the extreme Delicacy and Exactness that some Authors propose, *viz.* That if the least Word or Figure is wrong, or omitted, they would have the whole Transaction written again, among the *Corrections*; and if a Number or Word is discovered to be wrong, immediately after it's written, or before the whole Sentence is finished, they presently write over all, from such wrong Word or Number, with the Words, *I say*, prefix'd: *Thus*; if instead of the Word *Deliver'd*, you have written *Receiv'd*, which you immediately discover, before any Thing more is written; then they would have you write thus; *Deliver'd, I say, Receiv'd*: Or, if more is written after the wrong Word, write it all over thus; *Deliver'd to A. B. &c. I say, Receiv'd from A. B. &c.*

2d. *For the Journal-Book, or Journal, as it is most commonly call'd.*

If it is distinct from the *Waste-Book*, after the first Method describ'd in *Chapter I.* compare every Transaction with the *Waste-Book*. So far as it is a Transcript of the *Waste-Book*, it will probably have the same Errors, at least, as to greater Omissions; or it may have others, which will be discover'd by the Comparison: But as it is different from the *Waste-Book*, in distinguishing the *Debtors* and *Creditors*, in Order to the *Leger-Book*; there may also be Errors in this Part, when there is none in the *Waste-Book*. Such Errors are to be discover'd by a careful Consideration of the Transaction, and examining anew, what are the true Debtors and Creditors; whereby, if there was no Error, you prove it to be right; and if there was, you correct it; either where it stands, by razing out what's wrong, and filling up the right; or by transcribing the Whole in a separate Place allotted for the Purpose. *Observe*, That this Direction serves also for the *Marginal Journal*.

3d. *For the Leger.*

The *Journal* being found right, and corrected, the *Leger* is to be compar'd with it, to prove if every Article is right placed to the Accounts of the several Debtors and Creditors, as they are found in the *Journal*. As to the Method of making this Comparison, there is no Difficulty. You find in the *Journal*, such and such Accounts, named Debtors and Creditors, in every Transaction; therefore turn to those Accounts one by one, and see if the Articles are accordingly right placed: If they are right, then to shew that they are examin'd and right, mark them in the *Leger* with a Point (.) set in the Margin, in the Column with the Day of the Month, in every Article; but if there's any Error, that must first be corrected, and then mark the Article. *Observe* also, That as soon as the *Leger* is compar'd and marked, you must mark the *Journal* with a Point set by the Figure, which refers to the *Leger*. And by this you'll know how far the Comparison of the *Leger* and *Journal* is carried.

It remains now to explain the Method of correcting the Errors found in the *Leger* ; which I shall reduce to three Cases.

1. When an Article is quite omitted upon an Account, it is to be corrected, by writing it on the proper Side of the Account ; but do not crowd it in betwixt two Articles, where it should have stood ; write it after the last Article : And though it will thus stand out of its Place, as the Date will shew, that will be understood to have happened by an Omission.

2. When an Article is placed upon an Account, to which it does not belong. This is to be corrected, by placing the same Article upon the opposite Side ; which may be narrated thus, *viz. For correcting the Article To or By —* (naming the Account to which it is made Debtor or Creditor on the other Side, and the Date) *wrong on the other Side.* Or, upon the opposite Side, make it *Debtor To —*, or *Creditor By —* (*that other Account.*) For extinguishing the Article (of such a Date) *wrong on the other Side.*

3. When an Article is placed upon the right Account, but upon the wrong Side : This is corrected by entering it twice upon the opposite Side ; once to place what ought to be on that Side ; and again, to balance or extinguish what's wrong upon the other Side ; which is to be narrated as above, in *Case 2.* And observe, That if, besides the Article's being upon the wrong Side, there is also an Error in the Sum, it's corrected the same Way ; writing the same Numbers in the Article that corrects it, and the true Number in the other Article, that places what's right on the opposite Side. Again, If there is a Mistake in the Name of the Account with which it is connected on the wrong Side, or in any other Part of the Narration ; write the same in the correcting Article, on the opposite Side, making the other Article as it ought to be.

4. If an Article is placed upon the right Account, and also the right Side, but some Mistake committed, either in the Numbers or Name of the corresponding Account, or other Part of the Narration ; you may correct it, by razing out what's wrong, and putting what's right in its Place. But if you will be more scrupulous, then write it again as it ought to be, upon the same Side ; and also write it on the opposite Side, with the same Numbers and Names, &c. as it was first written, to extinguish that : But this Method is not of any great Necessity, and is (I think) rather too great a Nicety than very useful ; especially if the Error be not in the Sum of Money, or Quantities drawn out into the Columns, or in proper Names ; nor even in such like Cases, if it's right entered in the corresponding Account, or in the Journal. I proceed now to explain the Method.

S E C T. II.

Of Closing and Balancing the Leger.

ARTICLE I. General Reflections.

IN Order to what's propos'd, let us reflect, That as the End of *Book-keeping* is daily obtained in that distinct and ready Knowledge which is to be had thereby, of the true State of the several Parts of ones Affairs, as these are distinguished and divided into particular Accounts; and as the Whole is nothing else but all the Parts; so the total State is the necessary Result of the States of all the particular Accounts, collected into one *General Account* or *Inventory*; which is the last great End of *Book-keeping*; and, as it were, the *Accomplishment* of the Whole. Again observe, That as the doing of this Work aright, is of great Importance, with Respect to the End of it; so is it also to a Learner, as it gives Occasion to, and requires an exact Reflection upon all the Principles and Rules of the Method, and the Uses of all the different Accounts that are in the *Leger*. For,

If we would know the State of any particular Account, we must consider the Nature and Use of it; or what Articles it contains on the Debtor, and what on the Creditor Side; by which it will be obvious what is meant by the *Final State* of the Account; or, what it is we would know, by enquiring what the *Final State* is: And we shall by this also know easily how to find it by a Comparison of the Debtor and Creditor Sides: As to which, I first make this *General Reflection*, viz. That the Result of this Comparison in every Account, will be the Discovery either of a *Balance of Debt*, which that Account owes to me, or I to it; or of *Gain*, or *Loss*, made by that Subject; or there may be from one Account, both a *Balance of Debt* and of *Gain* or *Loss*.

Now, these *Balances of Debt* (whether upon *Personal, Real* or *Imaginary Accounts*) are the Articles of the new *Inventory* or *Stock Account* sought: And for the Articles of *Gain* and *Loss*, though they belong not to the *Inventory*, yet it's necessary that they be now all gathered into the *Profit and Loss Account*; because the final Balance, or Difference of the *Gain* and *Loss* must answer to the Increase or Decrease of the *Net Stock*; or more generally, to the Alteration that has happened with Respect to the Difference of your Debts and Effects; since there can be no other Reason for any Alteration but what arises from your Gains and Losses; and so the *Profit and Loss Account* becomes the Proof of the new *Inventory*, and gives you the Satisfaction of knowing the Reason of the Alteration.

These general Things being rightly understood, I shall more particularly explain the Method of making up the *Inventory*, and *Profit and Loss Account*; and of closing the Accounts in the *Leger*, in Order to begin a new Set of Books:

Books : In which you'll also see what's necessary to be done, when at any Time, for the Satisfaction of knowing the State of your Affairs, you would make up an Inventory without designing new Books. Here also you'll find the last Proof of the whole Work, and of the Beauty and Excellence of this Method of Accounts.

These Instructions I shall deliver in this Method, viz. 1. Supposing you know how to find the Balances of Debt, and of Gain and Loss, that belong to every Account [which indeed has no Difficulty in it, if the Nature and Contents of every Account are well considered] I shall explain the regular Method of collecting them, and of closing the Accounts in the Leger; with the Proof we have hereby of the whole Accounts. Then I shall give more particular Directions for finding the Balances of Debt, and of Gain or Loss, belonging to every Account.

ARTICLE II. General Rule for Closing and Balancing the Leger, and making out of all the Accounts one General Account, or Inventory, of the present Total State of your Affairs; with the final Proof of the Whole.

1. Make an Account of Balances [or rather call it simply *Balance*] with a Debtor and Creditor-side, as other Accounts have; then passing the *Stock*, and *Profit and Loss Accounts*, examine and compare the Debtor and Creditor-sides of every Account; by which, according to the Nature of it, you'll find whether there is any Balance of Debt owing to you by that Account, or by you to it: Place this Balance upon the least Side, in the Stile of the Leger; thus, Debtor *To*, or Creditor *By Balance*; and carry it to the opposite Side of that Account: Then, if there is no Gain or Loss belonging to the Account (or which is not already placed upon it, as there will be in some Cases) the Account is balanced, i.e. the Sum of the Debt and Credit will be equal. But if there is any Gain or Loss, make the Account Debtor to *Profit and Loss*, for the Gain; or Creditor by it for the Loss; and carry the Article to the opposite Side of that Account; and then the Account is balanced. Again, if the Account has only a Balance of Gain or Loss, but no Debt, then the Gain or Loss being duly placed, the Account is also balanced. Lastly, If there is neither any Balance of Debt, nor of Gain or Loss, then the Account is already balanced in course.

2. In all these Cases, write down the equal Sums upon the Foot of the Account (as you see done in the following Books) and so the Account is balanced and closed. It is balanced because of the Equality of the Sums; and it is said to be closed, because the Sums being set down, no more is to be written in that Account in that Leger; a new Leger, and new Accounts for all those Subjects that have remaining Balances of Debt, being to be begun upon the Inventory now made from the former Accounts.

Which *Inventory* you have in the *Account of Balances*; the Debtor-side whereof contains all the Articles of the Debts, Personal, Real, or Imaginary, due to you [*i. e.* the positive and absolute Debts owing by every Person, the Effects in Cash or Goods remaining undisposed of; and the Debts and Effects standing upon *Imaginary Accounts*, as Money consigned in *Wagers* undecided, &c.] for it is manifest, that if any Account owes to you, the Debtor-side must be greatest; and so the Balance is placed upon the Creditor-side, and consequently comes upon the Debtor-side of the *Balance Account*. Again, the Creditor-side contains all the Debts that you owe, absolutely or conditionally; for if you owe to an *Account*, the Creditor-side is greatest, and so the Balance is placed upon the Debtor-side, and consequently upon the Creditor-side of the *Balance Account*.

3. The *Profit* and *Loss* being now also completely filled up, the last Step of the Work is, to close this *Account*, and the *Accounts of Balance* and *Stock*; which finishes the whole Work, and affords the last Proof of all the Accounts. Thus,

Take the Difference of the Debt and Credit of the *Account of Balance*; set it upon the least side, Debtor *To*, or Creditor *By Stock*, and carry it to the opposite Side of the *Stock Account*. Do the same with the *Account of Profit* and *Loss*. And as these Accounts are thus closed and balanced, so the *Stock Account* will, by this Means, be also balanced, because of the universal Balance of Debt and Credit that has been from the beginning preserved in every Entry made in the Leger. If this Consequence is not clear enough, I demonstrate it thus,

All the Accounts, excepting the *Stock*, having their particular Sums of Debt and Credit equal, or now made so; and the Articles which balanced them (in this artificial Balancing) being carried to the opposite Sides of the *Accounts of Balance*, and *Profit* and *Loss*, these two Accounts being also closed, and their Balances carried to the opposite Side of the *Stock Account*; the two Sides of this Account must necessarily be equal: For as all the other Accounts, besides it, have their Debt and Credit equal, so the total Sum of their particular Sums of Debt, and of Credit, must be equal; wherefore if the Debt and Credit of the *Stock* is not now also equal, the total Debt and Credit in the Leger is not equal; as it is supposed to be, according to the general Rule of making equal Debt and Credit for every Article entered. Hence, if this Rule has been always observed, as we suppose, the *Stock Account* must now necessarily be balanced.

Of the Final Proof.

4. The Conclusion of all is, That if the Balance of the *Stock* fails, there is some Error in the Book, committed either in the balancing Work, or before this, and not corrected: As upon the other hand, if this Balance is found, it is a very probable Argument that all is right.

But again, observe, That as the Rule of a perpetual Balance makes the Balance of the *Stock Account* necessary [after all the other Accounts are balanced

in the manner directed] so from hence we have a more immediate Proof that the *Inventory*, or present State of all the Accounts, is right; for it demonstrates a Thing which is a proper and natural Proof of this, and must necessarily be true, if all is right, *viz.* The Equality betwixt the Balance of Gain and Loss, and the Increase or Decrease of your Neat Stock; or, more generally, betwixt the Balance of Gain and Loss, and the Alteration made in the State of the Stock Account, as to the Difference betwixt the Sums of your Debts and Effects; comparing that Difference upon the Stock Account at the beginning, with what it is now upon the Balance Account.

As to which I shall first observe, That you may prove it to be actually so, by taking the Difference of the Gain and Loss, and comparing it with the Differences of the Debt and Credit of the *Stock Account*, and of the *Balance Account*: But the Proof of it is more curious and artful, which we have by the Balance of the *Stock Account*; which Proof being once demonstrated to be a certain Consequence from this Balance, we need not afterwards seek any other Proof of it.

Now to make this *Demonstration*, I shall, *First*, Suppose that there was a Real Stock in the beginning of these Accounts, and is also now in the Balances: And as the present Neat Stock may be either greater or lesser than the last, I shall,

(1.) Suppose it greater; then, as from the Nature of the Thing it's obvious, that there must be a Balance of Gain equal to the Increase of the Neat Stock; so I shall demonstrate from the Balance of the *Stock Account* that it actually is so. Thus,

The Debtor-side of the *Stock Account* (as it stands now closed) contains these two Articles, *viz.* the Total of your Debts at the beginning, and the present Neat Stock (brought from the Account of Balances.) The Creditor-side contains these Articles, *viz.* The Sum of your whole Effects at the beginning, and the Neat Gain made since (brought from the *Profit and Loss Account*). But the Sum of your Effects is equal to the Sum of your Neat Stock and the Sum of the Debts; wherefore the Sum on the Creditor-side is composed of these three Articles, *viz.* the Neat Stock, Sum of the Debts at the beginning, and Neat Gain made since. Now, the Sums on the Debtor and Creditor-side of the *Stock*, being equal, if out of each you take the same Article, *viz.* the Sum of the Debts at the beginning, what's left on each Side will necessarily be equal; but these Remainders are, on the Debtor-side the present Neat Stock, and on the Creditor-side the Sum of the Neat Stock at the beginning, and the Neat Gain made since; whose Equality is therefore hereby proved.

(2.) If there be more Loss than Gain, the Difference will come upon the Debtor-side of the *Stock Account*; and so there will be upon this Side these three Articles, *viz.* the Sum of the Debts at the beginning, the present Neat Stock, and the present Neat Loss. On the Creditor-side there is only the Sum of the Effects at the beginning, equal to the Sum of the Debts, and of the Neat Stock; and taking out of each Side the Sum of the Debts, there remains on the Creditor-side the Neat Stock at the beginning, and on the Debtor-side

side the present Neat Stock, and Neat Loss incurred since; which Remainders are therefore equal, as they ought to be.

OBSERVE, There are various other Circumstances to be supposed, as to the State of the *Stock Account* at the beginning, and of the present Account of *Balances*; for in each of them the Debts may be equal to, or be greater or lesser than the Effects; and the various Combinations of those Circumstances in these two Accounts, make nine different Cases; in each of which the Difference of the Gain and Loss must necessarily be equal to the Alteration that has happened in the final State of the Stock; and the Balance of the *Stock Account* will prove it to be actually so in every Case, as you may easily demonstrate after the same Manner as I have done in the preceding Case of a Neat or Free Stock, both at the beginning and at the balancing. About which, all I shall do further (leaving the rest to your own Exercise) is to point out what is the *Equality* to be proved in those several Cases; which I shall also reduce to three *Generals* (comprehending the former.)

1. If there was a Free or Neat Stock at the beginning; then *either* there is one now also, and then there is a Balance of Gain or Loss, which is equal to the Increase or Decrease of your Neat or Free Stock: Or, there is now no Neat Stock, the Debts and Effects being equal; and then there is a Neat Loss, equal to the former Neat Stock: Or, the present Debts exceed the Effects, and then the Neat Loss is equal to the Sum of that Excess, and of the former Neat Stock.

2. If there was no Neat Stock at the beginning, the Debts and Effects being equal; then *either* there is now a Neat Stock, which is therefore equal to the Neat Gain; or, the present Debts exceed the Effects, and then the Excess is equal to the Neat Loss; or, there is no remaining Free or Neat Stock (Debts and Effects being equal) and then there is no Balance of Gain or Loss.

3. If the Debts exceeded the Effects at the beginning; then *either* they are now equal, and so there must be a Neat Gain equal to that Excess: Or there is now a Neat Stock, and then there is a Neat Gain equal to the Sum of the present Neat Stock, and what the Debts exceeded the Effects at the beginning: Or, the Debts do now also exceed the Effects; and then, if those Excesses are equal, the Gain and Loss is equal; but as the present Excess is least or greatest, so there is a neat Gain or Loss equal to the Difference of those Excesses.

As the natural Reason of these Equalities is plain and obvious, so the Balance of the *Stock Account* will prove it to be actually so in every Case.

Before I give the Instructions promised, for finding the *States* of the particular *Accounts*, I shall add the following

General Observations to the preceding General Rule.

1. As we have in the foregoing Method left the *Stock Account* last open to receive the Balances of the Accounts of *Profit and Loss*, and *Balance*; we may instead of that, carry the Balances of the Accounts of *Stock*, and *Profit and Loss*, into the *Balance Account*, or of the *Stock* and *Balance* into the *Profit and Loss Account*;

count; and either way the Account last open will be thus balanced, for the same Reason as was explained in the first Method; and the same Consequence will hold from this Balance to the Equality of the neat Gain or Loss, with the Alteration of the Stock.

2. The *Account of Balances* ought first to be made up upon a loose Sheet; and also the *Profit and Loss* Account (carrying into it the Sums of the Articles that stand already in the Account) till all is finished and proved. For the same Reason also, write the Balances of Debts, and of Gain or Loss, in these loose Accounts, without writing them upon the Accounts to which they belong in the Leger, till the Proof is made. By this Means, if any Errors are committed in the balancing Work, they may be corrected, before the Balances are filled up in the Leger. Then after all is finished and proved [which will also require the transferring of the *Stock Account* upon the loose Sheet; at least in the total Sums of the Debt and Credit; for there is no more necessary] close the Accounts in the Leger, by filling up the Balances of Debt, and of Gain and Loss, belonging to each, from the *Accounts of Balance*, and of *Profit and Loss*; and transcribe those Accounts into the Leger, marking in them the Folio where the several Accounts with which they are connected, stand; and also in these several Accounts mark where the Accounts of *Balance*, and *Profit and Loss* stand.

Again, *Observe*, That in transcribing the *Profit and Loss* Account, you may fill up as many of the new Articles into the old Account as it will hold, till one of the Sides, or both, will hold no more; then transfer the Sums into a new Space, and there fill up the rest of the Articles, and the closing of the Account. Or you may transfer the Sums of the former Articles into the new Space, and place all the new Articles together in that Space.

3. If you keep a complete *Journal*, distinct from the *Waste-Book*, the Particulars of the *Account of Balance*, and of *Profit and Loss* are commonly entered in the *Journal*; and then you need only enter the Totals in the Leger, making them Debtor to, or Creditor by, sundry Accounts (as *Journal*.) Or you may enter them at large in the *Leger*, and not at all in the *Journal*. Either of these Methods you may also use with a *Marginal Journal*.

OBSERVE also, That though the Balance of some Accounts will be the Sum of several Articles that must be distinguished, yet you need not make this Distinction of the Particulars, in filling up the *Account of Balance* in the Leger; but take the Total, and mark the Particulars separately, in transcribing it as the *Inventory* of the new *Waste-Book*; or if you transcribe it into the *Journal*, do the same.

4. If you propose to make an *Inventory* for the Satisfaction of knowing the State of your Affairs, without designing a new *Leger*; then make up your *Balance*, and *Profit and Loss*, upon a loose Sheet, as before directed, without writing any Thing in the Leger; leaving the Accounts as they were, unless any of the Accounts are balanced in course; for then you may close them, or not, as you please.

ARTICLE III. *Further Instructions for finding the State and Balance of particular Accounts.*I. *For proper Accounts Domestick.*

I. In a *Person's Account*, the Difference of the Debtor and Creditor sides is the final Balance, owing by that Person to you, or by you to him.

OBSERVE, If there is any Interest of Money due at this Time by either of you to the other, not yet placed to the Account, it ought now to be stated. Again, If it happens that there are Articles of Debt and Credit upon various Dealings, which you would not have confounded; for Example, a Person owes me a Sum of Money upon Bond, which I leave in his Hands for Interest; and has also a Current Account with me upon other common Dealings; I would close the Account, *thus*: First, State the Money lent with its Interest, as a Balance upon the opposite Side; then what Difference or Balance there is of the two Sides of the Account, after this first Balance is stated, it is the Balance of the other Debts betwixt us, which I place on the least Side; and so the Account is balanced. By this you'll understand what to do with any other different Balances, that you would have distinguished from one another.

II. In the *Account of accepted Bills*, and *Bottomree Account*, (which are general Accounts for Persons) the Difference of the two Sides is a Balance, due by you, if they comprehend only Bills due by you, and Money lent or borrowed by you on Bottomree; but if they comprehend Bills both payable to you and by you, and Debts due to and by you upon Bottomree; then as those different Kinds of Articles are distinguished in each Account, by the double Money-Columns, each of them must be balanced separately in their different Columns, as they were different Accounts.

Account of Out-standing Charges, &c. and all other general personal Accounts, are balanced the same Way.

OBSERVE *also*, That the particular Debts that make up the Balance must be distinguished in the new Inventory.

III. In the *Account of Cash*, the Difference of Debt and Credit is the Balance due to you by that Account; for the Creditor-side cannot exceed the Debtor-side.

IV. In an *Account of Goods* there are three Cases, (1.) If there is no Part disposed of, then the whole on the Debtor-side is a Balance due to you. (2.) If all is disposed of, the Quantity Columns are equal, and the Difference of the Money Columns is Gain or Loss, to be set on the least Side, which will balance the Account. (3.) If part is disposed of, and part remaining, then take the Difference of the Quantities on both Sides, and having calculated the Value as it stands you, it is the Balance which the Account owes you, to be placed on the Creditor-side. After this is stated, the Difference of the Money Columns is the Gain or Loss upon the Part disposed of; for the Part undisposed of being stated on both Sides at the same Value, the Difference of the Money
can

can have no relation to that Part, and so must be the Gain or Loss on the other ; which therefore is to be placed on the least Side, *To* or *By Profit and Loss*, and so the Account is completely balanced.

OBSERVE, 1. Though there is but one general Quantity Column, yet if the Parcels entered on the Debtor-side are of different Kinds and Value, they are distinguished by Marks or Numbers ; and to find the Value of the Balance, you must collect the Quantities of every Mark or Number on both Sides, to find the Balances of each Kind, whose Sum is the total Balance, and the Sum of the Values of each Part, taken according to the Prices at which they are entered, with a Proportion of the greater Articles of common Charges, makes the Value of the total Balance. Thus, in the *Account of Wine*, in the following *Leger*, N^r. 1. the Quantity of *Claret*, entered on the *Debtor* and *Creditor* sides, as they are distinguished by Numbers, with their Balances and Values, are as I have here collected them,

Claret Dr. N ^r . 1—Hds, 6.		Cr.—Hds, 5.		Bal.—Hds, 1. value £ 8	
2	4	4	0		
3	10	8	2		20
4	7	0	7		45 16 8
	<u>27</u>	<u>17</u>	<u>10</u>		<u>73 16 8</u>

If there are different Quantity Columns for different Species, the Balances of each are to be taken separately ; and if there is a Subdivision by Numbers in any of these, you must take the same Method as before.

2. As to the making a Close and Balance of your Leger, you may value the Balances of Goods as they cost you, or according to the current Rates : Yet it seems more reasonable to value them as they cost you ; for otherwise you bring in Gain and Loss into your Accounts, which has not yet actually happened, and may, perhaps, not happen ; because you may not dispose of them at those Rates. But if your Accounts are balanced, in order that your Effects may be disposed of to your Creditors for Payment of your Debts, it seems just that they be valued at the current Rates ; or with such Allowances as Merchants have from one another.

3. If there happens to be *Inlack*, that is short Measure, or a Deficiency of the Quantity of *Wine*, &c. which was not filled up, then if all is disposed of, the Creditor-side will be less than the Debtor, and to balance the Account the Difference of the Money is Gain or Loss ; and when that is stated, to make the Quantity Columns equal, set down the Deficiency on the Creditor-side, writing before it, *Deficient in Measure* [or *Quantity* ;] but this has nothing to do with the Balance Account. Again, if there be a Deficiency discovered, while there is at the same Time any remaining Quantity ; then after Stating this Quantity as a Balance due to you, state the Gain or Loss, and the Quantity deficient, as before.

N

4. If

4. If there is *Out-come* (*Over-measure* or *Excess*) in *Weight* or *Measure* in the Quantity, this will be known by the Creditor-side exceeding the Debtor, when all is disposed of; in this Case, the Difference of the Money is Gain or Loss; and to balance the Quantities, set the *Over-measure* on the Debtor-side, writing before it, *Over-measure*; but this goes to no Account. Again, if there is an *Over-measure* or *Excess*, which you have discovered, and yet all is not disposed of, then first state the Whole that remains (which will include that *Over-measure*) as a Balance due to you; then state the Gain or Loss, and at last set the *Over-measure* on the Debtor-side, as before, to make the Quantities equal.

V. For *Accounts* of *Houses* and *Ships*: You may value them at the first Cost; and when that is stated on the Creditor-side, the Difference of the Debt and Credit is Gain or Loss, arising from the Difference of the Reparations, &c. and the Rents or Freights. Or you may take the Difference of the two Sides, and state as the Balance due to you; by which means the Value of the Thing will appear less and less at every balancing, till it's nothing. And then in a new Inventory you enter it again, at what Value you think proper; and sometimes also you may appear to be a Loser, which must go to *Profit* and *Loss*; but the first Method I think the best: And though these Subjects do not really keep up their Value, yet I would continue them at the first Value till they were disposed of, or lost; or you may chuse to state them at another Value from Time to Time, as you think they are then really worth.

VI. In *Delivery Accounts* of *Buying* and *Selling*, the Difference of the Debt and Credit is the Sum of the Bargains that remain to be delivered (all other Bargains being balanced in the Account) therefore it is to be set on the least Side, and goes to the Account of *Balance*, as what that Account owes you. And take Notice, by comparing the two Sides, what those particular Bargains are, that they may be distinguished, and the *Persons* and *Things* particularly mentioned in the Inventory.

OBSERVE, If you have made a general Account of *Delivery* both for *Buying* and *Selling*; then, as the Numbers of each are put in separate Columns, they must be balanced separately, as they were two different Accounts.

VII. In *Wagers Account* you must compare the two Sides, and find what Wagers are undecided, for which make the Account Creditor by *Balance*, as a Debt to you (distinguishing them particularly in the Inventory) then the Difference of the Money goes to *Profit* and *Loss*, to balance the Account.

OBSERVE, If you have lost Wagers upon which there were *Consignments*, and these Losses are already stated in the Account, then what is now stated as Gain or Loss, will not be the whole Gain or Loss made up in the *Wagers Account*; and indeed the present Balance may be Loss, when there is real Gain in the Total. And the Way to know that real Balance of Gain or Loss, is, to compare all the Wagers decided, and collect the Gains or Losses separately. But if, when Wagers were lost upon which *Consignment* was made, you only made some Mark in the Account, to shew that the Wager was decided and lost; then the present Balance of Gain or Loss, is the Total upon the whole Account.

Account. If you consider the Account a little, and how Things are placed upon it, the Reason of all this will be manifest.

For *Hazard Account*. The Difference of the Debt and Credit is the Wagers upon Parole not decided, which must be considered and stated as a Balance I owe; and this will answer an equal Balance, stated as owing to me upon the Wagers Account.

VIII. If you have such Accounts as *Promise* and *Conditional Accounts*, the Difference of Debt and Credit of the correspondent Columns, *i. e.* which relate to the Promises made to you, or to those made by you, are the Sums of the Engagements remaining to be fulfilled; and must be stated as Debts owing *To* or *By* you.

But, OBSERVE, That what will thus appear as a Debt owing to, or by you on the one Account, will on the other appear contrarily a Debt owing *By* or *To* you; and so they will balance one another in the Inventory, and therefore have no Influence on the total State of that; and so be of no further Use there, than to preserve in your Accounts a Record of these Conditional Obligations till they are performed.

IX. *Insurance Account*, is a mere Account of *Profit* and *Loss*; therefore in this, and all of the same Kind if there is any other, (as *Interest Account*) the Difference of their Debt and Credit is Gain or Loss.

2. Proper Accounts Foreign.

I. *Voyage*. The Value of what Goods are still at Sea, and not yet delivered into the Hands of my Factor, is a Balance due to me by this Account; and if they are all unloaded, the Account is either equal on both Sides, or the Difference is *Gain* or *Loss*.

II. *A. B. of — My Account of Goods*, is closed the same Way as any other Account of Goods.

III. *A. B. of — My Account of Sales*. If there is foreign Money, that must be first balanced; *thus*: The Account is Creditor by Balance for the Difference (for the Debtor-side must be greatest if there is a Difference, because the Account contains the Debts owing for my Goods) stating the Value in *English* Money, according to the Current Exchange: Then if there is any Difference in the Debt and Credit of the *English* Money, it is the Gain or Loss upon the Exchange, which arises from the different Rates of Exchange at which those Debts were at first entered, and afterwards discharged in this Account.

A. B. of — My Account Current, is balanced the same Way, as directed in the last Account, *i. e.* the Foreign Money first, which goes to the Account of *Balances*; and then the *English* Money, which goes to the *Profit* and *Loss*.

3. Factors Accounts.

When I would make a General State of my own Affairs, there is a Necessity to close also the Accounts of those who employ me as a Factor, that the Debts betwixt us may be duly stated. These Accounts are;

A. B. of — His Account of Goods. What Charges and Commission are owing for his Account of Goods, not yet stated, let them be now stated. Then carry the Sales that are yet unpaid to the Account of *Balance*; and the Difference of the other Articles on Debtor and Creditor Sides, into his *Account Current*, if this is not done already; as the Account will shew.

A. B. of — his Account Current. It is closed with *Balance* for the Difference of the two Sides, as any other *Personal Account*.

OBSERVE, 1. If you have *Accounts* with another Factor for the Account of your Employer; close those Accounts by carrying the Gain or Loss that happens upon any of them into your Employer's *Account Current*: Then close all the Accounts by *Balance*.

2. This Method of closing your Employer's Accounts and others that relate to his Business, will bring equal Articles into both Sides of your Inventory, which do not belong to the State of your Affairs, any further than as you are the Manager, and accountable: But because they are equal, they can make no Error in the final State or Balance of your Inventory; and the Narration will distinguish them: Or you may separate them from the Articles that are properly your own. And observe, That when there is Out-standing Debt; if the Debtor has an Account of other Dealings with you, you may take the Balance of what is properly betwixt you and him, separately from what he owes for your Employer.

3. Your Employer's Goods remaining undispos'd of, have nothing to do with the *Balance* Account; only you may mark the Quantity upon the Creditor Side, with the Word *Undispos'd* set before it; so that when you open the Account in the *New Leger*, as will be to do, if there was any Balance carried to the Account of *Balance*; then set the Quantities in their Columns on the Debtor Side, writing before them *Undispos'd of in the last Account*. And if there was no Article to the Account of *Balance*, then this Account will not be opened again, till some new Transaction happen relating to those Goods.

4. You may choose to close your Employer's Accounts by a double Balancing, viz. Set the Sum of each Side upon the other, *To and By Balance*: And thus the Accounts will appear, in the new Books, in the same State as they were in the Old; except that you have the Sums in Place of the Particulars.

5. If you close the Accounts after the former Method, then you ought to send your Employer a Copy of them so closed.

4. Company Accounts.

Branch I.

Supposition I. (1.) If the Effects of the Company are all disposed of, and the Accounts already adjusted and finished, with the Manager; then close, A. B. my Account with him, &c. with Profit and Loss, for the Difference of the two Sides; which is the Gain or Loss upon that Partnership. And at the same Time, if the Partner Manager has a particular Account, close it with Balance, if there is any Difference.

(2.) If the Business of the Partnership is unfinish'd; then close, A. B. My Account with him, &c. and His particular Account, with Balance; or close the former with a double Balance (as mentioned upon Factor's Accounts.) Thus your Books will be brought to a Balance: Yet the precise State of your Affairs, in this Part, will not appear; because you neither know what Effects you have in that Company, nor what you have gained or lost.

Supposition II. If it is a fix'd Company, close your Account in the Company, By Balance for your Stock: And what Difference there is after this, is the Gain or Loss made since last balancing of the Company's Books. And here also observe, That if they have not been balanced immediately before, you cannot know the precise State of this Part of your Affairs.

Branch II.

Supposition I. The Company's Accounts being kept in my Books, it is in my Power to know the precise State of this Part of my Affairs (so far as they are immediately under my Direction; for there may be some Part in the Hands of Factors) and this must be examin'd and stated; without which, I cannot bring my Leger to a Balance, so as that the true State of this Part may appear. The Method is this:

1. See what petty Charges are due to you (not stated) For these and the Commission due to you, upon the preceding Negotiations, make the Account of Goods in Company, Debtor; or, Profit and Loss in Company [if you have such an Account; and if there is not such already, it will be necessary now, in Case there be several Accounts belonging to the Company, upon which Gain or Loss may happen.] The Creditors are Cash, and Profit and Loss.

Observe, Some would charge every Partner's particular Account, Debtor to his Account in Company, for his Share of these Charges and Commission; but this is needless. It appears necessary only in this Case, viz. If so much of the Company's Effects should happen to be lost after this, that there is not so much as will pay me these Articles. But if such a Thing happens, you may then charge the Partners particular Accounts Debtor to Profit and Loss for their Shares of this Debt. And observe also, That if after this you pay your self these Debts, out of the first of their Money that comes into your Hands, then all is saved; and for this you have no particular Entry to make.

2. Go through all the Accounts, *Domestick* and *Foreign*, belonging to the Company ; and close them with *Balance* for the remaining Effects and Debts owing to or by the Company, and *Profit* and *Loss in Company*, for the Gain or Loss. But *observe*, If there is no Account of *Profit* and *Loss in Company* ; then make the Account upon which the Gain or Loss happens, Debtor *To*, or Creditor *By* each Partner's *Account in Company*, for his Share, and *Profit* and *Loss* for your own Share.

3. If you have an Account of *Profit* and *Loss in Company* ; then all the Articles being gathered into it, take the Balance, and having found every Partner's Share, make the Account Debtor to, or Creditor by each Partner's *Account in Company* for his Share, and *Profit* and *Loss* for your own Share.

4. The Partners *Accounts in Company*, and particuar Accounts, are to be closed with Balance ; or the first with a double Balance, in Case the Company's Affairs are still in Motion.

Observe, The Consequence of closing the Company's Accounts, with Balance, will be this ; It will make Effects, which belong partly to others, and partly to you, come into your Inventory, as if all were your own : But then for your Partners Shares, there are equivalent Articles, which will come in among your Debts, from their Accounts in Company ; and therefore, your neat Stock, which is the Difference of the Debtor and Creditor Sides of Balance, is still the same as it would be without these : And if any Body is Creditor upon the Company's Account, the Partners proper Accounts stand Debtor for their Shares ; and these balance one another for the said Shares.

When the Partners demand an Account of the State of their Affairs, you ought to give them a fair Copy of the same, closed in the Manner directed, upon that separate Copy ; but not yet touched in your *Leger*, till you see what's resolv'd about their Affairs. What they receive from you, on Account of their Concerns, place to the Accounts, by the former Instructions ; and if they owe you, upon their *particular Accounts*, as much as you owe them, by the Balance of their *Accounts in Company*, then make their *Accounts in Company* Debtor to their *particular Accounts* for the same. *Lastly*, If the Company dissolve, and they withdraw their whole Effects, each Partner receiving his Share of the Money, or Goods remaining, and Assignments for his Share of the Out-standing Debts ; then, after all Things are duly stated, the whole Accounts will be balanced (except, perhaps, their *particular Accounts* ; because you or they may remain in some real Debt to one another ; unless also clear'd at this Time.) If the Society breaks not up, then the Accounts will stand open as they were ; except so far as the collecting the Articles of Gain and Loss, into the *Account of Profit* and *Loss* ; also the Division, and closing of that, and the Stating of what is given or received, makes a Difference.

When the Company's Accounts are kept in separate Books.

At making up the General Balance of my proper Affairs, I close that Account, viz. *My Account with*, &c. as directed under the first Branch ; and then my

my *Leger* will come to a Balance; because, every Thing passed betwixt my private Concerns and the Company, is duly set down on this Account; the chief Use whereof is, the preserving the Balance of my private *Leger*. But (as I said upon the first Branch) the true and complete State of my Affairs will not appear, unless the Company's Accounts are already finish'd; yet I may satisfy my self in this, by making a State of the Company's Affairs, separately, thus; Going through all the Accounts, I collect the Articles of Gain and Loss in the Manner already mentioned; and charging the *Account Profit and Loss in Company*, for my Provision, the neat Gains being also divided according to every Partner's Share, and my Part added to the Creditor Side of my Account in Company; the Balance of it will shew the true Value of my Concerns in the Company, according to the present State of their Accounts.

If the Company demand the State of their Affairs, their *Leger* shews them that; but first do this, *viz.* Go through all the Accounts, and collect the Articles gained or lost, into the Account of *Profit and Loss in Company*; then charging this Account Debtor to your *particular Account*; for your Commission, make a Dividend of the neat Gain or Loss, and close the Account Debtor *To*, or Creditor *By* each Partner's and your own *Account in Company*. If the Society breaks up, the Accounts will be entirely finish'd at this Time, in the *Leger*; because there will be a Dividend of the remaining Effects of the Company's; the Debts owing to the Company will be also assigned to the Partners; and for those owing by the Company upon their Credit, there will be Order taken for the Payment of them: When all this is done, your own Share, which returns to your private Accounts, is to be transferred there in the Manner already directed. Every Thing that can occur here, you'll soon find how to order, by diligently considering the Matter in hand, and the Nature of each Account; and so I leave you to make what Cases you please, and answer them when you have done. If you would have an Abstract of the State of the Company's Affairs; then upon a separate Paper make an Account of Balances, and bring here, from every Account in the *Leger*, what Articles belong properly to such an Account (the Articles of Gain and Loss are already spoken off) but touch not the Accounts to write any Thing in the *Leger*, till you see what they do about their Affairs; when this is done, the *Balance Account* will be equal on both Sides; for the Debtor Side contains all the remaining Effects, and Debts owing to the Company by the Partners, as well as others; and on the Creditor Side is, what the Company owes, particularly to the Partners for their Shares; and the neat Gain or Loss being already added to their Accounts, and consequently now brought to the *Balance Account*; this must be equal, because there is nothing in the Nature of the Thing to make any Inequality, but the neat Gain or Loss not being added. But if the Society continue, their Accounts will stand open; unless you propose to close them in the Spaces where they now stand, and transfer them to new ones; and then close them with Balance: And to enter them in the new Spaces, you have nothing to say, but Debtor *To*, or Creditor

tor *By Balance* (transferred from the former Account), and though the Word *Balance* is mentioned, yet it is the old and new Account that are properly the reciprocal Debtors and Creditors, for that Article of Balance; but you may put in that *Balance Account* in the Book, betwixt the two Sets of Accounts; and it will equally respect them both, and be, as it were, the Capital Account, whence the new Set flows; which makes, in a Manner, a new *Leger*; in the same Manner as you'll find below the Balance Account of my private Affairs, to stand betwixt the Accounts of the old *Leger*, and the Stock Account of the new.

Supposition II. If the *Leger* of a standing Company is proposed to be balanced; then as to the collecting the Gain and Loss, and making the Dividend; it is done the same Way as in the former Case: And if you would transfer the Accounts into new Books, close them all with an *Account of Balance in Company*. But if this Balancing be made upon the Company's Demand, let the Articles of Balance be collected in a separate Paper, and touch not the Accounts: Then, if the Partners withdraw their Shares of the neat Gain, make their *Accounts in Company* Debtors to the Things given; thus, their Accounts in Company will remain Creditor for no more than the first Stock.

If they leave any of the Gain for augmenting their Stock, it will remain upon the Credit of the Account. If there be Loss upon the Accounts, their Stocks will be diminished, which if they make up, or if they add any Thing else to the Stock, then *Cash* is Debtor to their *Accounts in Company* for what they add, or their *proper Accounts*, Debtor, if it's not presently paid in. After all this is over, you may proceed to close the Accounts with *Balance*; and then the Balance Account will be equal on both Sides, for the Reasons shown in the former Case; and its Articles compose the *Stock Account* for the new Books: The Debtor Side is what is owing to the Company, either of Effects remaining, or Debts, whether by the Partners or others; the Creditor Side is the Debts owing by the Company to the Partners, or others. But observe, the *Stock Account*, made from this Balance, will contain other Things than the *Stock Account*, made at the Beginning of this Partnership; because there may now be several Articles owing to the Partners upon their *proper Accounts*, or to other Persons who deal with the Company; yet still the new Account of *Stock* is equal on both Sides, as the former was; because it is the Transcript of the forementioned *Balance Account*, which is equal; and to know upon this Account, what the Stock is, you must consider the Articles for which it is Debtor to the Partners *Accounts in Company*; for these contain the Stock of the Company.

Of an Account of Exchange in Company.

Take the Balance of the Foreign Money, and calculate the Value of it according to the current Exchange; for which, make *A. B. Our Account of Exchange, Debtor To, or Creditor By, His Account Current*: [Thus the
Ac-

Account is balanced for the Foreign Money ; and put in the same State as if that Balance were remitted to or by him : But because it is not actually so, it's therefore placed to his *Account Current*] Then what Difference there is of the *English* Money, is Gain or Loss ; for which the Account must be made Debtor *To*, or Creditor *By* A. B. *His Account Current*, and *Profit and Loss*, each for a Half.

This is the proper, and indeed the only Way of Balancing the Account, when the Correspondence is broken up betwixt you. But if it continues, and you want only to bring your *Leger* to a Balance ; then you may close the Account of Exchange with a double Balance : Though by this Way you make no State of the Gain or Loss hitherto made by this Account.

A. B. *His Account Current*, is closed like any other *Personal Account*.

CONCLUSION.

I Now presume, That whoever understands the *Rules and Principles* of the Method above explain'd, with their Application in the following Books, is fully satisfied of its Excellence ; seeing it answers all the Purposes of Accounts, in the most distinct and easy Manner. With what beautiful Regularity and Connection are Accounts begun, carried on, and finished ? For, as all Accounts do, in a Manner, arise out of the *Stock Account*, or have a Relation to it ; so all of them, which are not in Course extinguished, do, at last, terminate in the *Account of Balances* ; which may therefore be called the *Metamorphosis* (or *Transformation*) of the *Stock Account* ; shewing all the Alterations that have happened to it, either in the Total, or in the constituent Parts ; and is accordingly the *Stock Account* of the new *Leger*, though in a contrary Form ; the Debt and Credit of the one being contrarily the Credit and Debt of the other ; as the Nature of those Accounts plainly shews.

We see now clearly the valuable Use of the mutual Connection of Accounts, and the universal Balance of Debt and Credit ; which, besides the Neatness of Style, and the distinct Reference it makes betwixt one Account and another concerned in the same Transaction, affords a curious Proof of the whole Work : So that if there is the least Defect in this Balance, we must conclude there are Errors in the Accounts ; and if it holds, there is a very probable Argument, and, indeed, the best we can have, that all is right.

WASTE-BOOK,

NUMBER I.

OF ME,

A. M. Merchant in Aberdeen.

From the First of *May*, 1729.

W A S T E - B O O K .

N U M B E R I .

O F M E .

A . M . M e t h a n e i n A b e r d e e n .

F r o m t h e F i r s t o f M a y , 1 7 5 9 .

WASTE-BOOK.

NUMBER I.

Aberdeen, May 1, 1729.

INVENTORY of the whole Effects and Debts of me A. M.
Merchant in Aberdeen.

		l.	s.	d.
I <i>Primis</i> , I have in Ready Money, the Sum of ———		800	0	0
I have 20 Hhds. of Claret Wine, of Numbers and Prices following :				
N ^o . 1.	6 Hhds. at 8 l. per Hhd. ———	48		
2.	4 Hhds. at 10 l. ———	40		
3.	10 Hhds. at 12 l. 10 s. ———	125		
		213	0	0
I have 18 Hhds. of <i>Virginia Tobacco</i> , Neat Weight of each 600 lb. at 11 l. 3 s. per Hhd. ———		200	14	0
I have 30 Barrels of <i>Raisins</i> , marked N ^o . 1. at 1 l. 12 s. per Barrel ———		48	0	0
I have 14 Pieces of <i>Broad Cloth</i> , of Numbers and Prices following :				
N ^o . 1.	8 Pieces, each 20 Yds. at 16 s. per Yd. ———	128	0	
2.	6 Pieces, each 18 Yds. at 14 s. ———	75	12	
		203	12	0
There				

There is due to me by several Persons, as follows:
 By Mr. *William Wallace*, by Bond, dated the 1st of February last, payable at Martinmas next;

	l.	s.
Principal Sum	100	0
Interest due at the Term of Payment, at 5 per Cent.	3	15

103 15

By Mr. *Andrew Hunter*, as the Balance of an Account adjusted betwixt us, payable on Demand

80 0 0

By Mr. *Andrew Cochran*, payable on Demand

140 0 0

My Moveables and Household Furniture (as per particular Inventory thereof) are Worth

200 0 0

I owe to sundry Persons as follows:

To Mr. *David Johnstone*, payable the 1st of November next

120 0 0

To Mr. *James Trustwell*, per Account, payable on Demand

60 0 0

Here follow my daily Transactions in Trade.

May 2d.

Sold and delivered to *Alexander Paygood*, 4 Hhds. Claret Wine (N^o. 1.) at 12 l. per Hhd. for Ready Money receiv'd, is—

48 0 0

Sold and deliver'd to *William Smith*, 2 Pieces of Broad Cloth (N^o. 2.) measuring 18 Yards each, at 17s. 6d. per Yard, payable in 2 Months, is

31 10 0

4th.

Bought and received of *Peter Chapman*, 18 Bales of French Paper (N^o. 1.) at 4 l. per Bale, payable in 1 Month, is—

72 0 0

6th.

Sold and delivered to Mr. *John Paton*, Bookseller, in Edinburgh, 5 Bales of French Paper (N^o. 1.) at 5 l. per Bale, is 25 l. of which

Receiv'd in Cash

1 10

The Remainder payable in 20 Days by his Note

15

25

25 0 0

May

Waste-Book.

93

	l.	s.	d.
<u>May 6th.</u>			
Bought and received of <i>David Watson</i> , 32 Casks of Brandy, at 3 l. per Cask (N ^o . 1.) is 96 l. of which,			
Paid in Cash —————	l. 16		
Given him a Bill upon Mr. <i>Andrew Hunter</i> , for ————	80		
	96	96	0 0
<u>7th.</u>			
Sold and delivered to <i>Elias Freeman</i> , 3 Hhds. Claret Wine (2, of N ^o . 2. and 1, of N ^o . 1.) at 12 l. 10 s. per Hhd. is 37 l. 10 s. for which I have an accepted Bill on Mr. <i>Daniel Trader</i> , pay- able on Demand —————	37	10	0
<u>8th.</u>			
Sold and deliver'd to Mr. <i>John Houston</i> , 10 Barrels of Raisins (N ^o . 1.) at 2 l. per Barrel, is 20 l. whereof			
Received in Cash —————	l. 8		
An accepted Bill on Mr. <i>John Hutchefon</i> , payable in 10 Days —————	6		
The Remainder payable by him in 2 Months ————	6		
	20	20	0 0
<u>Bought and received of Mr. <i>John Ferguson</i>, 24 Casks of Brandy (N^o. 2.) at 2 l. 10 s. per Cask, paid in Ready Money—</u>	60	0	0
<u>Bought and received of <i>Alexander Black</i>, 1000 Stone Weight of Iron (N^o. 1.) at 3 s. per Stone, is 150 l. whereof</u>			
Paid by Bill on Mr. <i>Andrew Cochran</i> —————	l. 100		
The Remainder payable by me in 3 Months ————	50		
	150	150	0 0
<u>11th.</u>			
Sold and delivered in Barter with <i>Thomas Jameson</i> , 6 Pieces of <i>Broad Cloath</i> (N ^o . 1.) containing 20 Yards each, at 17 s. 4 d. per Yard, in all 104 l. for which			
Received 12 Pieces of Holland, 25 Yards each, in all 300 Yards, at 4 s. per Yard, is —————	l. 60		
In Cash —————	44		
	104	104	0 0
May			

	l.	s.	d.
May 11th.			
Sold and delivered in Barter with <i>Robert White</i> , 15 Barrels of <i>Raisins</i> (N ^o . 1.) at 1 <i>l.</i> 16 <i>s.</i> per Barrel, in all 27 <i>l.</i> for which I have received 12 Barrels of <i>Salmon</i> (N ^o . 1.) cured with <i>Spanish Salt</i> , at 2 <i>l.</i> 5 <i>s.</i> per Barrel	27	0	0
Sold and delivered to <i>Abraham Fairholm</i> , 4 Pieces of <i>Holland</i> (N ^o . 1.) 25 Yards each, is 100 Yards, at 5 <i>s.</i> 3 <i>d.</i> per Yard, payable in 5 Months	26	5	0
14th.			
Bought and received of <i>Mr. James Montgomery</i> , 8 Lafts of <i>Salmons</i> , cured with <i>Spanish Salt</i> , at 2 <i>l.</i> 5 <i>s.</i> per Barrel, is 216 <i>l.</i> whereof			
Paid in Cash	1	60	
Given, a Bill on <i>Mr. Andrew Cochran</i>		40	
The Remainder, payable by me on Demand		116	
	216	216	0 0
Sold to a Stranger for Ready Money, 3 Hhds. <i>Tobacco</i> , at 4 <i>l.</i> 14 <i>s.</i> per Hhd. in all	14	2	0
20th.			
Delivered this Day in Barter, 2 Hhds. <i>Tobacco</i> , at 4 <i>l.</i> per Hhd. is 8 <i>l.</i> for which I have received, viz.			
In Cash	1	2	
4 Barrels of <i>Figs</i> , at 1 <i>l.</i> 10 <i>s.</i> per Barrel		6	
	8	8	
The 4 Barrels of <i>Figs</i> I have immediately sold, and deliver'd to <i>John Houston</i> , at 1 <i>l.</i> 18 <i>s.</i> payable on Demand 7 <i>l.</i> 12 <i>s.</i>	7	12	0
Bartered with <i>Ninian Nicolson</i> , 200 Stone of <i>Iron</i> (N ^o . 1.) for 3 <i>s.</i> 6 <i>d.</i> per Stone, is 35 <i>l.</i> which I have instantly deliver'd, and 15 <i>l.</i> overplus; for which received 750 Yards of <i>Scotch Linen Cloth</i> , at 16 <i>d.</i> per Yard, is	50	0	0
May			

Waste-Book.

95

	l.	s.	d.
<u>May 24th.</u>			
Paid in Cash to <i>James Trustwell</i> , in Part of what I ow'd him—	40	0	0
Received in Cash from <i>Daniel Trader</i> , in Part of what he owes me—	20	0	0
<u>28th.</u>			
Received this Day from <i>John Paton</i> , for Payment of what he owes me, an Assignment on <i>Alexander Black</i> , for 15 l. payable on Demand, which <i>Ditto Black</i> accepts, to discount from what I owe him; which not being payable till the 8th of <i>August</i> , I charge him with Discount till then, viz. 2 s. 8 d. Total—	15	2	8
<u>30th.</u>			
Bought and received for ready Money, 16 Barrels of Figs (N ^o . 1.) at 2 l. 4 s. per Barrel—	35	4	0
Sold and delivered for Ready Money, 300 Stone of Iron (N ^o . 1.) at 4 s. per Stone —	60	0	0
Paid to <i>James Montgomery</i> , what I ow'd him for Salmons, in the Manner following, viz.			
Given in Cash —————	108	8	
An Assignment on <i>John Houston</i> —————	7	12	
	116	0	
<u>June 3d.</u>			
Bought and received from <i>Daniel Trader</i> , 300 Stone of Iron, at 3 s. 4 d. per Stone, is 50 l. whereof I have paid him 32 l. 10 s. the Remainder, 17 l. 10 s. he owes me by his Account. Total —————	50	0	0
Bought upon 'forehand Bargain, from Mr. <i>Andrew Cochran</i> , to be delivered to me the 1st of <i>July</i> next, 24 Barrels of Raifins, at 1 l. 10 s. per Barrel, is 36 l. whereof			
Advanced him on the Bargain, in Cash —————	l.	16	
The Remainder payable at Delivery, is —————		20	
	36	0	0
P	June		

	<i>l.</i>	<i>s.</i>	<i>d.</i>
<i>June 6th.</i>			
Paid to Mr. David Johnstone what I owed him, in manner following, viz.			
Given in Cash —————	<i>l.</i>	<i>11</i>	<i>7</i>
Allowed me Discount for 5 Months Advance ———		<i>3</i>	
	<i>120</i>	<i>120</i>	<i>0 0</i>
<i>7th.</i>			
Sold and delivered to John Paton 10 Bales of French Paper, (N ^r . 1.) at 4 <i>l.</i> 18 <i>s.</i> 7 <i>d.</i> Bale, payable in 10 Months; by his Bill, is —————		<i>49</i>	<i>0 0</i>
Sold upon 'forehand Bargain to John Houston, 13 Barrels of Raifins, at 1 <i>l.</i> 15 <i>s.</i> 8 <i>d.</i> Barrel, is 23 <i>l.</i> 3 <i>s.</i> 8 <i>d.</i> to be delivered on the 10th of July next.			
	<i>l.</i>	<i>s.</i>	<i>d.</i>
Advanced me on the Bargain, in Cash —————	<i>13</i>	<i>3</i>	<i>8</i>
The Remainder payable in 20 Days after Delivery —————	<i>10</i>	<i>0</i>	<i>0</i>
	<i>23</i>	<i>3</i>	<i>8</i>
	<i>23</i>	<i>3</i>	<i>8</i>
Received from John Hutchefon, for what he owes me upon John Houston's Assignment, in Cash —————		<i>6</i>	<i>0 0</i>
<i>10th.</i>			
Paid to Peter Chapman what I ow'd him, thus: Given him, 2 Pieces Broad-Cloth, N ^r . 1. qt. 20 Yds. each, at 18 <i>s.</i> is <i>l.</i> 36			
2 Pieces Ditto, N ^r . 2. qt. 18 Yds. each, at 15 <i>s.</i> is ———		<i>27</i>	
Cash —————		<i>9</i>	
	<i>72</i>	<i>72</i>	<i>0 0</i>
<i>12th.</i>			
Bought on 'forehand Bargain from Mr. William Wallace, 20 Bales of French Paper, at 3 <i>l.</i> 16 <i>s.</i> 7 <i>d.</i> Bale, to be delivered the 1st of August.			
Given him 7 <i>d.</i> Advance, 100 Yds. of Holland, at 4 <i>s.</i> 7 <i>d.</i> Yd. <i>l.</i> 20			
The Remainder payable at Martinmas next, is ———		<i>56</i>	
	<i>76</i>	<i>76</i>	<i>0 0</i>
<i>June</i>			

Waste-Book.

97

			l.	s.	d.
<hr/> June 12th. <hr/>					
Received of <i>William Smith</i> , for Payment of what he owes me, viz.					
			l.	s.	
8 Barrels of Figs, at 2 l. 10 s. $\frac{7}{8}$ Barrel	20	0			
The rest in Cash, is	11	10			
	31	10	31	10	0
<hr/> 15th. <hr/>					
Sold on 'forehand Bargain to <i>William Smith</i> , 8 Bales of French Paper, at 4 l. $\frac{7}{8}$ Bale, to be delivered the 5th of <i>August</i> next.					
Given me <i>per Advance</i> a Bill on <i>Daniel Trader</i> , payable on Demand, for			l.	18	
The rest payable at Delivery		14			
	32		32	0	0
<hr/>					
Sold and delivered to <i>Peter Chapman</i> , 18 Barrels of Figs, viz. 16 of N ^o . 1. and 2 of N ^o . 2. at 2 l. 17 s. <i>per Barrel</i> , is 5 l. 6 s. in Manner following, viz.					
			l.	s.	
Received in Cash	15	0			
An Assignment on Mr. <i>James Trustwell</i> , payable on Demand	20	0			
The Remainder payable by himself in 20 Days	16	6			
	51	6	51	6	0
<hr/> 18th. <hr/>					
Lent to Mr. <i>Andrew Hunter</i> upon his Bond, payable at <i>Martinmas</i> next.					
			l.	s.	d.
The principal Sum in Cash given, is	100	0	0		
Interest till <i>Martinmas</i> at 6 <i>per Cent.</i> is	2	11	5		
	102	11	5	102	11 5
<hr/>					
This Day shipped on Board the <i>Hind</i> of <i>Montrose</i> , in the Harbour of <i>Aberdeen</i> , <i>James Mariner</i> Master, for <i>London</i> , 56 Casks of <i>Brandy</i> , consigned to Mr. <i>John Blackwood</i> , my Factor there, to be disposed of for my Account.					
P 2			Value		

	<i>l.</i>	<i>s.</i>	<i>l.</i>	<i>s.</i>	<i>d.</i>
Value of the 56 Casks, as they cost me	156	0			
Paid Charges at Shipping	2	16			
Advanced of the Freight in Cash	9	0			
	167	16	167	16	0

I have insured the said Cargo in the Hands of *Alexander Trusty*,
at $7\frac{1}{2}$ per Cent. Premium paid him, is

11 5 0

June 21st.

Bought of *Richard Dick* 2 Butts of Sack, at 15*l.* per Butt, is
30*l.* paid him in ready Money. The same I have also sold to
Mr. David Johnstone (who receives it from *Ditto Dick*) at 17*l.*
per Butt, payable in 5 Months, is

34 0 0

Ship'd on Board the *Swan* of *Peter-head*, *David Fortune* Ma-
ster, the following Goods for *Rochel*, consigned to *Daniel Strat-*
ton, my Factor there, to be disposed of for my Account, viz.

	<i>l.</i>	<i>s.</i>	<i>d.</i>		<i>l.</i>	<i>s.</i>	<i>d.</i>
96 Barrels of <i>Salmons</i> , cost	216	0	0				
240 Yards of white <i>Plaidin</i> , bought (and received) this Day of <i>Alexander Brigs</i> , for ready Money	7	0	0				
40 Barrels of <i>Beef</i> bought this Day of <i>James</i> <i>Montgomery</i> , payable in one Month	60	0	0				
	283	0	0				
Charges at Shipping paid, is	4	16	8				
	287	16	8	287	16	8	

22d.

I have lent to *Thomas Speedwell* on Bottomree of his Ship, the
Mary of *Borrowstouness*, 50*l.* to be paid at her Arrival at *Lis-*
bon to *Cornelius Mandoli*, my Factor there, with 24*l.* of Interest
for my Risque. Total

74 0 0

I have wagered with *John Ramsay*, that the *British* Parlia-
ment will not be adjourned until the first of *July* next: (if
then) Both of us have consigned our Money in the Hands of
John Blackadder. My Consignment is

5 0 0

June

Waste-Book:

99

June 25th.

Bought of Mr. James Trustwell 4 Packs of Wooll, Number and Weight as follows, viz.

	Stone	lb	
N ^r . 1. containing	18	00	} N.B. In Scotland the Stone consists of 16 lb
N ^r . 2. containing	22	14	
N ^r . 3. containing	30	00	
N ^r . 4. containing	25	10	

Total Gross — 96 08

Allowed for Tare-- 3

which is near $\frac{1}{2}$ lb $\frac{1}{2}$ St.

93 08 neat Weight, at 10 s. 7 d. per Stone, is 49 l. 9 s. 6 d. $\frac{1}{2}$, whereof

	l.	s.	d.
Paid in Cash — — — — —	19	9	6 $\frac{1}{2}$
Given him 6 Barrels of Figs (N ^r . 2.) at 3 l. per Barrel	18	0	0
The Remainder payable the first of August — — — — —	12	0	0
	49	9	6 $\frac{1}{2}$

I have lent to *Hercules Handy* 40 l. on Bottomree of his Ship, the *Owner's Good-will*, bound for *Stockholm*, to be paid to me at her safe Return to *Aberdeen*, with 10 l. Interest — — —

Wagered against *Thomas Murray* 10 l. upon a private Circumstance, to be determined by Mr. *Mathew St. Clare*, upon the 12th of *July* next, in whose Hands we have consigned each

28th.
I have insured upon the *Grey-bound* of *Leith*, bound for *Virginia*, the Value of 300 l. belonging to Mr. *James Dickson*, and have received the Premium, being at 15 per Cent. — — —

Bought for ready Money 20 Packs of *Sheep Skins*, at 2 l. 13 s. 4 d. per Pack, is — — — — —

July

l.	s.	d.
49	9	6 $\frac{1}{2}$
50	0	0
10	0	0
45	0	0
53	6	8

	<i>l.</i>	<i>s.</i>	<i>d.</i>
<hr/> July 2d. <hr/>			
Received of Mr. <i>Andrew Cochran</i> , in Performance of our 'forehand Bargain, 24 Barrels of <i>Raisins</i> , at 1 <i>l.</i> 10 <i>s.</i> (marked N ^r . 2.)	36	0	0
Paid him the Remainder of the Price in Cash	20	0	0
<hr/>			
Bought upon 'fore-hand Bargain from <i>Daniel Trader</i> , 100 Yards of <i>Holland</i> , at 5 <i>s.</i> per Yard, to be delivered to me on the 20th instant, under the Penalty of 5 <i>l.</i>	25	0	0
He owes me already by an Assignment, which discounts so much of the Price			18
The Remainder payable at Delivery			7
			<hr/> 25
<hr/> 4th. <hr/>			
Shipped on Board the <i>Success</i> of <i>Aberdeen</i> , <i>John Kennedy</i> Ma- ster, the following Goods, entrusted to the Management of Mr. <i>Quintin Malcolm</i> , as Super-Cargo, bound in the first Place for <i>Bourdeaux</i> , with a Power to him to carry them to any other Port of <i>France</i> , where he can make the best Market.			
	<i>l.</i>	<i>s.</i>	<i>d.</i>
Shipped 12 Barrels of <i>Salmons</i> (N ^r . 1.) at 2 <i>l.</i> 5 <i>s.</i>			
per Barrel	27	0	0
4 Packs of <i>Wooll</i> , neat Weight 93 Stone 8 ^{lb} / ₁₆	49	09	6 ¹ / ₂
	76	09	6 ¹ / ₂
Paid Charges at Shipping	2	08	0
	78	17	6 ¹ / ₂
	78	17	6 ¹ / ₂
<hr/>			
This Day I have received certain Advice that the Owner's <i>Good-will</i> , belonging to <i>Hercules Handy</i> , is lost on her Way to <i>Stockholm</i> , on Bottomree of which I had lent Money			
Principal and Interest is	50	0	0
<hr/> 10th. <hr/>			
Shipped on Board the <i>Wild-Cat</i> of <i>Aberdeen</i> , <i>G. S.</i> Master, for <i>Amsterdam</i> , 20 Packs of <i>Sheep Skins</i> , consigned to <i>Herman Van</i> <i>Rimer</i> , Factor there, to sell for my Account			
The			

Waste-Book.

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	<i>l.</i>	<i>s.</i>	<i>d.</i>	<i>l.</i>	<i>s.</i>	<i>d.</i>
The Value of the Skins	53	6	8			
Charges at Shipping paid	3	0	0			
	56	6	8	56	6	8

July 10th.

I have Insured on the *Unicorn* of *Pittenweem*, *David Lyon* Master, bound for *Leghorn*, the Value of 100*l.* belonging to *Archibald Cockburn*.

Received the Premium in Cash 12 0 0

12th.

Delivered to *John Houston*, in Performance of a 'fore-hand Bargain, 13 Barrels of *Raisins*, (N^r. 2.) at 1*l.* 15*s.* 8*d.* per Barrel

23 3 8

I have sold and delivered him 6 Barrels more (N^r. 2.) at the same Price, payable the second of *August*

10 14 0

I have lost the Wager with *Thomas Murray*, this Day determined against me by *Mr. Matthew St. Clare*. My Loss is

10 0 0

This Day I gained and received 15*l.* by wagering upon a Horse Race

15 0 0

I have Advice from *John Blackwood*, my Factor at *London*, that he has received from on Board the *Hind* of *Aberdeen*, my 56 Casks of *Brandy*, value

179 1 0

15th.

This Day I received of *John Blackader* 10*l.* having gained the Wager against *John Ramsay*, the Parliament not being adjourned

10 0 0

16th.

I have insured upon the *Speedwell* of *Leith*, *Nicholas Armstrong* Master, bound for *Aleppo*, the Value of 600*l.* at 15*l.* per Cent. Premium is 90*l.* for which I have an accepted Bill on *Jeremy Thomson*, payable in three Months

90 0 0

July

	l.	s.	d.
July 16th.			
Received Advice from <i>Cornelius Mandoli</i> , Factor at <i>Lisbon</i> , that he has received from <i>Thomas Speedwell</i> , Master of the Ship, the <i>Mary of Stonehive</i> , 74l. which I had lent on Bottomree, being 222 <i>Milrees</i> , at 6s. 8d. per <i>Milree</i> ———	74	0	0
20th.			
Sold to <i>James Stevenson</i> two Pieces of <i>Broad-Cloath</i> , (N ^r . 2.) measuring 18 Yards each, at 16s. per Yard, for which I have an Assignment on <i>Gideon Keith</i> , payable in two Months ———	28	16	0
22d.			
I have this Day required <i>Daniel Trader</i> to deliver me the 100 Yards of <i>Holland</i> formerly bought, which he cannot perform, therefore I charge him for the Value, 25l. and Penalty, 5l. Total ———	30	0	0
Received Advice from <i>John Blackwood</i> , my Factor at <i>London</i> , that he hath sold 20 Casks of my <i>Brandy</i> for 6l. per Cask, and received ready Money, neat Proceeds, deducting Charges ———	120	0	0
25th.			
I have taken of <i>Peter Chapman</i> , for Payment of 16l. 6s. which he owes me, 18 <i>French Louis d'Ors</i> . ———	16	6	0
I have wagered against <i>Simeon Wilful</i> , that there will be no Peace concluded between <i>Britain</i> and <i>Spain</i> before the 10th of <i>August</i> next; each has engaged on Parole, for ———	6	0	0
28th.			
I have disposed of the 18 <i>Louis d' Ors</i> which I took of <i>Peter Chapman</i> for 16l. 6s. and have received for them ———	17	11	0
30th.			
I have certain Advice, that the <i>Unicorn</i> of <i>Pittenweem</i> is cast away, and the Cargo lost, in her Way to <i>Leghorn</i> , on which I had insured the Value of 100l. whereupon I have this Day paid to <i>Archibald Cockburn</i> 80l. and he has discharged me ———	80	0	0
August			

Waste-Book.

103

		l.	s.	d.
<u>August 1st.</u>				
Sold for Ready Money 10 Hhds of <i>Claret Wine</i> , viz. 2 of N ^r . 2. at 10 <i>l.</i> per Hhd, and 8 of N ^r . 3. at 14 <i>l.</i> per Hhd. Total		132	0	0
Bought 4 Hhds of <i>White Wine</i> , at 9 <i>l.</i> per Hhd, paid in Cash-		36	0	0
Bought of Mr. <i>David Johnstone</i> 3 Pieces of <i>Broad Cloth</i> , viz.				
N ^r . 1. contains 25 Yds. at 14 <i>s.</i> is	17 10			
N ^r . 2. 30 Yds. at 16 <i>s.</i> 8 <i>d.</i> is	25 0			
N ^r . 3. 18 Yds. at 12 <i>s.</i> is	10 16			
73	Value—53 6	53	6	0
For which I have given him a Bill payable the 1st of <i>October</i> next.				
<u>3d.</u>				
This Day Mr. <i>William Wallace</i> has delivered to me 20 Bales of <i>French Paper</i> formerly bought		76	0	0
For Payment of part he has taken my Assignment on <i>William Smith</i> , payable on Demand		6	0	0
Delivered to <i>William Smith</i> 6 Bales of <i>Paper</i> formerly sold, both being content that the 6 Bales make good the Bargain which was for 8 Bales.				
The 6 Bales delivered worth		l. 24		
The 2 Bales retained by me		8		
	32	32	0	0
Received Advice from Mr. <i>Quintin Malcolm</i> , Super-Cargo on Board the <i>Succes</i> of <i>Aberdeen</i> , that he has got Safe to <i>Bourdeaux</i> , and sold for Ready Money, my 12 Barrels of <i>Salmons</i> , the neat Proceeds whereof, (all Charges, with 10 <i>l.</i> Freight paid) amounts to 160 Crowns, at 56 <i>d.</i> per Crown, is 37 <i>l.</i> 6 <i>s.</i> 8 <i>d.</i> for which he has shipp'd, by my Order, 7 Hhds <i>Claret Wine</i> , to be brought home		37	6	8

	l.	s.	d.
August 5th.			
Drawn upon John Blackwood, my Factor at London, 100l. payable to Christopher Higgins, or Order, upon Sight, for which I have received Ready Money, with 2l. for the Exchange; in all	102	0	0
8th.			
Received of John Houston 20 Carolus's of Gold, which I have taken at 23 s. a Piece, in all 23l. on account of what he ow'd me for Raisins	23	0	0
I have delivered the 20 Carolus's of Gold, which I took of John Houston at 23 s. to Alexander Black, in part of my Debt, for 22 s. 6 d. is 22 l. 10 s.	22	10	0
I have Advice from Herman Van Rymer, my Factor at Amsterdam, that he hath received from on Board the Wild Cat, of Aberdeen, 18 Packs of Sheep Skins for my Account (the remaining 2 Packs of the 20 which I shipp'd being lost at Sea) and that he hath also sold 10 Packs thereof for Ready Money, which, by his Account, deducting Charges, Provision, and Freight paid, amounts to 436 $\frac{4}{11}$ Guilders, at 22 d. per Guilder, is 40l.			
The total Charge of the Voyage is	56	6	8
The Amount of the 10 Packs sold, is	40	0	0
10th.			
Received Advice from Daniel Stratton, my Factor at Rochel, that he hath received from on Board the Swan, of Peterhead, my Goods consigned to him, all in good Order, viz.			
8 Lafts of Salmons	216	0	0
40 Barrels of Beef	60	0	0
280 Yards of White Plaiden	7	0	0
The Charges of the Voyage stated to that Account, is	4	16	8
	287	16	8
Received Advice from Cornelius Mandoli, my Factor at Lisbon, that he hath shipp'd by my Order, and for my Account, 50 Barrels of Raisins, on Board the Red Lion of Montrose, M. S. Master; which, with all Charges and his Provision, are worth 222 Milrees, at 6 s. 8 d.	74	0	0
August			

Waste-Book.

105

	l.	s.	d.
August 13th.			
I have wagered on Parole against Mr. John Justice, upon a private Affair, to be determined by Mr. John Mein; the Hazard is	10	0	0
I have lent to Laurence Lovemoney, upon Bottomree of his Ship, the <i>Faulcon</i> of <i>Aberdeen</i> , bound from thence to <i>Genoa</i> , 60 <i>l.</i> to be repaid to me at his safe Return, with 20 <i>l.</i> for my Risque	80	0	0
14th.			
I have paid Mr. James Trustwell what I owed him for <i>Wool</i> ; thus: I have given him 100 Yards of <i>Holland</i> (N ^r . 1.) at 3 <i>s.</i> 6 <i>d.</i> per Yd. is 18 <i>l.</i> 6 <i>s.</i> 8 <i>d.</i> and he has given me in the Surplus, viz.			
My Debt due to him, is	12	0	0
The Surplus received, is	6	6	8
	18	6	8
Received of Gideon Keith, Payment of James Stevenson's Bill on him, in Ready Money	28	16	0
I have Advice from John Blackwood, my Factor at London, that he hath sold the Remainder of my <i>Brandy</i> , viz. 56 Casks for Ready Money; the neat Proceeds whereof, deducting all Charges and Provision, as by his Account, amounts to	200	0	0
15th.			
Received Advice from Herman Van Rymer, Factor at Amsterdam, that he hath sold for Ready Money, for my Account, 8 Packs of <i>Sheep Skins</i> ; the neat Proceeds of which, by his Account, amounts to 400 <i>Guilders</i> , at 22 $\frac{1}{2}$ <i>d.</i> per <i>Guilder</i> , is	37	10	0
Drawn by me upon John Blackwood, Factor at London, for my Account, 20 <i>l.</i> payable to J. R. which he has paid	20	0	0
16th.			
Received from on Board the <i>Leopard</i> of <i>Aberdeen</i> , the following Goods, consigned to me by Hero Moy at Amsterdam, to sell for his Account, viz.			

Received	Charges paid	l.	s.	d.
8 Packs of <i>Flanders Flax</i>	Petty Customs ————	2	10	0
40 Dozen of <i>Wooll-Cards</i>	Shore Dues ————	0	18	0
50 lb Weight of <i>Bohea Tea</i>	Carriage ————	0	6	8
		3	14	8
August 16th.				
Drawn upon <i>Herman Van Rymer</i> , my Factor at <i>Amsterdam</i> , 436 Guilders, payable to <i>John Beaver</i> , or Order, upon Sight, for which I have received Ready Money, at $22 \frac{1}{4}$ d. per Guilder		40	8	5
19th.				
I have lost the Wager (which was on Parole) with Mr. <i>John Justice</i> , this Day, determined against me by Mr. <i>John</i> <i>Mein</i> , and have given him in Cash ————		10	0	0
I have gained the Wager (which was on Parole) against <i>Si-</i> <i>meon Wilful</i> , there being no Peace concluded between <i>Britain</i> and <i>Spain</i> ; received in Cash ————		6	0	0
20th.				
Sold for Ready Money, for the Account of <i>Hero Moy</i> , 8 Packs of <i>Flanders Flax</i> , at 4l. per Pack, is ————		32	0	0
Remitted to <i>Hero Moy</i> , for his Account, 20l. in the Bills of <i>John Duncanson</i> , on <i>Maurice Moliere</i> , payable at 10 Days sight, which I have paid to ditto <i>Duncanson</i> , being $208 \frac{1}{2}$ Guilders, at 23 d. per Guilder. ————		20	0	0
Received this Day from on Board a Bark of <i>Inverness</i> , from <i>London</i> , the following Goods, with the Bill of Loading inclosed in his first Letter of Advice come with them, which <i>John Black-</i> <i>wood</i> , my Factor there, hath sent me, by my Order, and in re- turn for my Account of <i>Brandy</i> , fold by him, viz.				
6 Pieces of <i>Muslin</i> , 40 Yards each, at 5 s. per Yard ————		120	0	
His Charges and Provision ————		3	10	
		123	10	
Paid Freight and Charges here ————			15	0
	August			

Waste-Book.

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	l.	s.	d.
August 22d.			
Received Advice from <i>Daniel Stratton</i> , my Factor at <i>Rochel</i> , that he hath sold on Time, for my Account, to sundry Persons, 8 Lafts of <i>Salmon</i> , the Neat Proceeds of which (deducting all Charges, with the Freight upon the whole Cargo cleared by him) amounts to 1500 Crowns, at 4 s. per Crown, is —	300	0	0
Bought upon 'forehand Bargain, from <i>Thomas Dalziel</i> , 100 Bolls of <i>Wheat</i> , to be deliver'd me the first of <i>November</i> next, at 1 l. 10 s. per Boll, is 150 l.			
Advanced him on the Bargain ————— l. 10			
The Remainder payable at <i>Martinmas</i> ————— 140			
	150	0	0
Drawn upon <i>Herman Van Rymer</i> , my Factor at <i>Amsterdam</i> , 400 Guilders, at 22 $\frac{1}{2}$ d. per Guilder, is 37 l. 10 s. payable to Mr. <i>Andrew Cochran</i> , or Order, at single Usance, for the Value to be paid by him to me in one Month —————	37	10	0
23d.			
Sold for the Account of <i>Hero Moy</i> , 40 Dozen of <i>Wooll Cards</i> , at 16 s. per Dozen, to <i>Peter Chapman</i> , payable in 20 Days —	32	0	0
Received Advice from Mr. <i>Quintin Malcolm</i> , my Super-Cargo on board the <i>Succes</i> , of <i>Burnt-Island</i> , that having left <i>Bourdeaux</i> , he is safe at <i>Rochel</i> ; and that he has consign'd my 4 Packs of <i>Wool</i> , in the Hands of <i>Daniel Stratton</i> , my Factor there; being ready himself to sail homewards: Value of the <i>Wool</i> , as formerly charged, with a Part of the Freight and Expences, is —	55	9	6 $\frac{1}{2}$
24th.			
I have certain Advice that the <i>Red Lion</i> of <i>Leith</i> , is lost, with her whole Cargo; on board of which I had 50 Barrels of <i>Raisins</i> , from <i>Lisbon</i> ; Value —————	74	0	0
26th.			
Having received a Letter from <i>Charles Chareu</i> , at <i>Bourdeaux</i> , advising me that he is content to embrace my Proposal of keeping an Account of Exchange betwixt us, each for $\frac{1}{2}$; I have in Pursuance thereof, remitted to him this Day, a Bill, the Draught of <i>Peter Stewart</i> , upon <i>Elias Morgan</i> , for 400 Crowns, payable upon Sight, to <i>Ditto Chareu</i> ; the Value whereof I have paid in Cash to <i>Ditto Stewart</i> , at 56 d. per Crown, is —	93	6	8
August			

	l.	s.	d.
<u>August 26th.</u>			
I have this Day bought a House in <i>Castle-Street</i> , for 300 <i>l.</i> to be paid to Mr. <i>John Campbel</i> , in 1 Year: And I am to pay besides, an Annuity of 3 <i>l.</i> payable quarterly to the said <i>John Campbel</i> , during the Life of his Mother, and for her behoof; the first Quarter's Payment being due at <i>Martinmas</i> next.			
Price of the House	300	0	
First Quarter's Payment of the Annuity, due at <i>Martinmas</i> next	0	15	
	300	15	300 15 0
The said House is, at present, possess'd by <i>William Davidson</i> , who took it at <i>Whit-Sunday</i> last, for one Year, for 20 <i>l.</i> payable at the two Terms of <i>Martinmas</i> and <i>Whit-Sunday</i> , by equal Portions			
	10	0	10 0 0
<u>29th.</u>			
I have this Day, by the Death of <i>D. M.</i> my Uncle, got a Legacy of an House, in <i>Broad-Street</i> , worth 200 <i>l.</i> (after the following Legacy is paid) which has stood empty since <i>Whit-Sunday</i> last			
	200	0	200 0 0
But I am, by the said Will, to pay a Legacy of 30 <i>l.</i> to Mr. <i>Thomas Richman</i> , at <i>Martinmas</i> next	30	0	30 0 0
I have bought $\frac{1}{3}$ of the Ship the <i>Dragon</i> , of <i>Aberdeen</i> , of <i>Thomas Dalziel</i> , for 100 <i>l.</i> payable at <i>Candlemas</i> next			
	100	0	100 0 0
<u>30th.</u>			
I have this Day enter'd into Partnership with <i>Benjamin Barclay</i> , for an Inland Trade, to be manag'd by him for both our Accounts, each $\frac{1}{2}$, and he to be allow'd 10 per Cent. for his Commission, in Pursuance whereof I have given him in Cash—			
	20	0	20 0 0
Remitted to me by <i>John Blackwood</i> , my Factor at <i>London</i> , 76 <i>l.</i> 10 <i>s.</i> in his own Bill on Mr. <i>Alexander Gordon</i> , Merchant in <i>Aberdeen</i> , payable in one Month; accepted			
	76	10	76 10 0
<i>September</i>			

Waste-Book.

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	l.	s.	d.
September 2d.			
I have this Day shipp'd on board the <i>Rose</i> , of <i>Kinghorn</i> , <i>J. C.</i> Master, bound for <i>Amsterdam</i> , the following Goods, by Order of <i>Hero Moy</i> , at <i>Amsterdam</i> , and for his Account, viz.			
	l.	s.	
4 Packs of Sheep-skins, for which I have this Day paid in Cash	12	0	
Charges at buying and shipping paid	2	15	
My Provision	0	15	
	15	10	0
By the Death of a Friend, I have got a Legacy of 50 <i>l.</i> payable in 3 Months, by Mr. <i>Andrew Cochran</i> , Executor to the Deceased	50	0	0
I have taken <i>John Brown</i> , Son to Mr. <i>Adam Brown</i> , for my Apprentice for 3 Years; for which I have 70 <i>l.</i> for his Maintenance and Education, whereof there is,			
Now paid	l.	20	
The rest payable in one Year	50		
	70	0	0
5th.			
Remitted to me by <i>Charles Ghareu</i> , for our Account of Exchange, 200 Crowns, at 58 <i>d.</i> is 48 <i>l.</i> 6 <i>s.</i> 8 <i>d.</i> the Draught of <i>Allan Bruyere</i> on <i>Andrew Dick</i> , payable on Sight; which being this Day presented, I have received Payment	48	6	8
6th.			
Received from on board the <i>Succefs</i> of <i>Aberdeen</i> , arrived from <i>Bourdeaux</i> , 7 Hhds. <i>Claret Wine</i> (N ^o . 4.) which Mr. <i>Quintin Malcolm</i> , my Super-Cargo for that Voyage, loaded for me at <i>Bourdeaux</i> , in Return of my <i>Salmon</i> sold by him there.			
	l.	s.	d.
The 7 Hhds. charged to the Voyage from <i>Bourdeaux</i> , is	37	6	8
I have paid of Duty and Charges here	5	10	0
	42	16	8
42	16	8	
September			

	l.	s.	d.
September 7th.			
This Day I have shipp'd on board the <i>Prosperity</i> , bound for London, 50 lb. Weight <i>Bohea Tea</i> , belonging to <i>Hero Moy</i> , by his Order, consign'd to <i>Evander L'Estrange</i> , his Factor at London.			
	l.	s.	d.
Paid by me of Charges, since his Goods have been in my Custody, besides what was paid at first—	4	14	8
My Provision on his whole Account of Goods—	12	0	0
	16	14	8
	16	14	8
Paid for 15 Gallons of <i>Wine</i> , to fill up the 7 Hhds. of <i>Claret</i> from <i>Bordeaux</i>	3	0	0
I have this Day bought and received for the Account of <i>Christianus Marbach</i> , at <i>Rotterdam</i> , and by his Order, the following Goods, to be sent to him by the first Opportunity, viz.			
	l.	s.	
200 Pair of <i>Stockins</i> , from <i>Andrew Cochran</i> , payable in 4 Months —————	50	0	
{ 700 Yards of <i>Plaiden</i> , whereof paid —————	7	10	
{ The rest due to <i>Thomas Richman</i> , in two Months —————	10	0	
Paid Charges —————	0	18	
My Provision —————	4	0	
	72	8	
	72	8	0
10th.			
Drawn upon <i>Charles Chareu</i> , at <i>Bordeaux</i> , for our Account of Exchange, 500 Crowns, at 57d. per Crown, is 119l. 15s. 10d. payable at single Usance, to <i>Anthony Van Helm</i> , or Order; the Value whereof I am to receive in one Month, from <i>Thomas Richman</i> , per his Bill —————	119	15	10
I have Advice from <i>Daniel Stratton</i> , at <i>Rochel</i> , that he hath received Payment of the Debts due for my <i>Salmon</i> , and desires me to draw for it when I please, being 1500 Crowns, stated at 4s. is —————	300	0	0
September			

Waste-Book.

III

	l.	s.	d.
<u>September 11th.</u>			
Received Advice from <i>Herman Van Rymer</i> , my Factor at <i>Amsterdam</i> , that he hath, by my Order, and for my Account, bought and shipp'd on Board the <i>Lamb of Aberdeen</i> (then at <i>Amsterdam</i>) the following Goods, viz.			
	l.	s.	d.
400 Pound Weight of Coffee —————	40	0	0
4 Packs of <i>Flax</i> , 18 Stone each Pack —————	37	0	0
His Charges and Provision per Account —————	8	16	9
Being 981 Guilders, at 21 d. per Guilder —————	85	16	9
<u>13th.</u>			
Received of <i>Peter Chapman</i> , Payment of what he ow'd for <i>Hero Moy's</i> Account of Goods; in Cash —————	32	0	0
<i>Hero Moy's</i> Goods being all disposed of, and the Outstanding Debts pay'd, the Balance of his Account of Goods is ———	43	10	8
<u>This Day shipp'd on Board the <i>Mermaid</i>, <i>Magnus Black</i> Master, the <i>Stockins</i> and <i>Linen</i> bought the 7th of this Month, for the Account of <i>Christianus Marbach</i>, upon which I have advanced of the Freight to the Owners, and other Charges—</u>			
	6	0	0
<u>I have wager'd against <i>Thomas Arrowsmith</i>, 10l. consign'd in the Hands of <i>Mr. Gabriel Bowman</i>, that the Ship the <i>Crocodile</i> of <i>Aberdeen</i>, now at <i>Virginia</i>, will not be home before the first of <i>November</i>—</u>			
	10	0	0
<u>15th.</u>			
Received Payment of <i>Mr. Alexander Gordon</i> , of the Bill <i>Mr. John Blackwood</i> remitted me on him, by an Assignment on <i>Mr. David Johnston</i> , payable on Demand —————	76	10	0
<u>Paid to <i>James Montgomery</i>, what I ow'd him for <i>Beef</i>, in the Manner following, viz.</u>			
Given him 500 Stone of <i>Iron</i> (N ^o . 1.) at 3 s. per St. is — l.	75	0	0
He has given me the Surplus of the Price in Cash ———	15		
Difference I ow'd him —————	60		
[Q]	September		

	l.	s.	d.
September 18th.			
Benjamin Barclay advises me that he has bought for the Account in Company, betwixt us, several Goods, to the Value of 60 l. whereof my $\frac{1}{2}$ is 30 l. of which he has already 20 l. and for the other 10 l. he has drawn a Bill on me, payable to Alexander Black, in two Months, which I have accepted —	10	0	0
Received Advice from Daniel Stratton, Factor at Rochel, that he hath sold for ready Money, my 40 Barrels of Beef, the Neat Proceeds whereof, as per Account, is 336 Crowns, at 57 d. —	79	16	0
Received further Advice from Daniel Stratton, that according to my last Advice, he has shipp'd on Board the Fortune of St. Martin's, Pierre Petite Master, bound for Amsterdam, consign'd to Herman Van Rymer, my 4 Packs of Wool, lying in his Hands.			
The Value, as they stand already charged —	55	9	6 $\frac{1}{2}$
He has paid of Charges, with his Provision, 6 Crowns, which, at the present Exchange of 57 d. is —	1	8	6
	56	18	0 $\frac{1}{2}$
Received of John Houston, in Payment of his Account, in Cash —	3	14	0
22d.			
Drawn upon me by Charles Chareu, for our Account of Exchange, 300 Crowns, at 57 d. per Crown, is 71 l. 5 s. payable to Mr. Robert Blackwood, at single Usance —	71	5	0
Arrived here, the Lamb of Aberdeen, from Amsterdam, from on Board of which I have received the following Goods sent me by Herman Van Rymer, for my Account, viz.			

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	<i>l.</i>	<i>s.</i>	<i>d.</i>	<i>l.</i>	<i>s.</i>	<i>d.</i>
400 lb. of Coffee, prime Cost in Holland	40	0	0			
74 Stone of Flax (N ^r . 1.)	37	0	0			
Charges and Provision	8	16	9			
Total Charge of the Voyage	85	16	9			
I have paid of Freight, and other Expences here-	5	0	0			
	90	16	9	90	16	9

I have this Day sold and delivered the 400 lb. weight of Coffee to Mr. Adam Brown, at 3s. per Pound, payable in 6 Months by his Bill, is

60 0 0

September 25th.

Received Advice from Herman Van Rymer, my Factor at Amsterdam, that he hath drawn for my Account upon Daniel Stratton, my Factor at Rochel, 180 Crowns, which at 56d. per Crown, is 458 ²/₁₁ Guilders, at 22 d. per Guilder; the Value of each Species in English Money being

42 0 0

Drawn upon Daniel Stratton, Factor at Rochel, for my Account, 100 Crowns, at 57 d. per Crown, is 23 l. 13s. 4d. payable on Sight, to David Bromfield, or Order, for which I have received, viz.

	<i>l.</i>	<i>s.</i>	<i>d.</i>	<i>l.</i>	<i>s.</i>	<i>d.</i>
2 Pieces of Broad Cloath, containing 16 Yds. each,						
at 10 s. per Yard, is	16	0	0			
The Rest in Money	7	13	4			
	23	13	4	23	13	4

Benjamin Barclay has sold off the Goods in Partnership betwixt us, for 80 l. Ready Money, and for my Share he has given me, viz.

In Cash l. 25
For the rest, 100 Stone weight of Iron, at 3s. per Stone—15

40 40 0 0

28th.

Drawn upon me by Hero Moy of Amsterdam, for his Account, 8 l. 8 d. payable to Mr. Robert Clark, (which I have accepted) at single Ufance

8 0 8

October

			l.	s.	d.
October 5th.					
Received this Day (with the first Advice concerning the same) from on Board a Dutch Brigantine, the following Goods, which <i>Christianus Marbach</i> at Rotterdam, by my Order, has sent me, in return for what, by his Account Current, he ow'd me, viz.					
			l.	s.	d.
4 Pieces of Holland, 25 Yds. each, cost with Charges	20	0	0		
4 Packs of Flax, containing 18 St. each	36	0	0		
Remitted me a Bill of his own Draught on <i>George Gordon</i> , payable in 2 Months, which he has accepted for	22	8	0		
	78	8	0		
I have paid of Charges here on the Goods	4	12	0		
	83	0	0	83	0
<i>Abraham Fairholm</i> has paid what he owed me for Holland, in the Manner following, viz.					
			l.	s.	d.
I have received in Cash	24	0	0		
I have rebated him, because he complains he had bad Markets in selling it	2	5	0		
	26	5	0		
By my Book of Charges of Merchandize, I have paid out since the 1st of May last, beside what is charged to particular Accounts					
	20	0	0		
By my Book of Household Expences, I have laid out since the 1st of May last					
	30	0	0		
There is due, by particular Accounts standing in the Book of Household Expences					
	15	0	0		
7th.					
There is due by me, and payable at Martinmas next, to J. S. ½ Year's Rent of 2 Cellars					
	2	0	0		
JOURNAL.					

JOURNAL BOOK

Number 1.

JOURNAL BOOK,

Number 1.

Of me *A. M. Merchant in Aberdeen:*

From the First of May, 1729.

R

JOURNAL BOOK.

Number 1.

		<i>Aberdeen, May 1, 1729.</i>			<i>l.</i>	<i>s.</i>	<i>d.</i>
1	<i>Sundry Accounts</i> are Debtors to Stock, for my whole Effects, and the Debts owing to me, <i>per Inventory, viz.</i>						
1	<i>Cash.</i>				800	00	00
2	<i>Wine</i> , for 20 Hogshheads of Claret, of N ^o . and Prices following, <i>viz.</i>						
	N ^o .		<i>l.</i>	<i>s.</i>	<i>d.</i>		
	1 —	6 Hogshheads, at 8 <i>l.</i> per Hogshhead	48	00	00		
	2 —	4 Ditto, at 10 <i>l.</i>	40	00	00		
	3 —	10 Ditto, at 12 <i>l.</i> 10 <i>s.</i>	125	00	00		
			213	00	00	213	00 00
2	<i>Tobacco</i> , for 18 Hogshheads of <i>Virginia</i> , neat Weight of each 600 <i>lb.</i> at 11 <i>l.</i> 3 <i>s.</i> per Hogshhead.						
2	<i>Raisins</i> , For 30 Barrels, marked N ^o . 1. at 1 <i>l.</i> 10 <i>s.</i> per Barrel.						
2	<i>Broad Cloath</i> , for 14 Pieces. N ^o . and Prices following.						
	N ^o .		<i>l.</i>	<i>s.</i>	<i>d.</i>		
	1 —	8 Pieces, 20 Yards each, at 16 <i>s.</i> -	128	00	00		
	2 —	6 Pieces, 18 Yards each, at 14 <i>s.</i> -	75	12	00		
			203	12	00	203	12 00
3	Mr. <i>William Wallace</i> , by Bond, dated the 1 st of <i>Feb.</i> last, payable at <i>Martinmas</i> next.						
	Principal Sum		100	00	00		
	Interest due at <i>Martinmas</i>		3	5	00		
			103	5	00	103	5 00
3	Mr. <i>Andrew Hunter</i> , by Ballance of an Account.						
3	Mr. <i>Andrew Cochran</i> , by Ballance of Account.						
3	<i>Moveables</i> and <i>Houshold Furniture</i> , as per particular Inventory thereof.						
						80	00 00
						140	00 00
						200	00 00
							<i>May 1.</i>

123

l. | s. | d.

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l. s. d.

16 00 00

80 00 00

96 00 00

960000

May 7.

		May 7.	l.	s.	d.
5	Daniel Trader Debtor to Wine, for 3 Hogsheads of Claret,				
2	viz. 2 Hogsheads of (N ^o . 2.) and 1 Hogshead (N ^o . 1.)				
0	Sold and delivered to Elias Freeman, at 12l. 10s. per				
0	Hogshead, for we have an accepted Bill on Ditto Trader,				
	payable on Demand.				37 10 00
		8.			
2	Sundry Accounts Debtors to Raisins, for 10 Barrels, (N ^o . 1.)				
	at 2l. per Barrel, is 20l. Sold and delivered to Mr. John				
	Houston, viz.				
1	Cash received:		8	00	00
5	Account of Bills payable to me, for				
	Drs. Bills on Mr. John Hutcheson, payable				
	in 10 Days.		6	00	00
5	John Houston, payable in 2 Months.		6	00	00
			20	00	00
					20 00 00
5	Brandy Debtor to Cash, for 24 Casks (N ^o . 2.) at 2l. 10s.				
1	per Cask. Bought and received of Jo. Fergusson.				60 00 00
6	Iron Debtor to Sundry Accounts, for 1000 Stone (N ^o . 7.) at 3s.				
	per Stone, is 150l. Bought and received of Alexander				
	Black, viz.				
			l.	s.	d.
3	Crs. Mr. Andrew Cochran, by my Bill on him.		100	00	00
6	Alexander Black, payable in 3 Months.		50	00	00
			150	00	00
					150 00 00
		11.			
2	Sundry Accounts Debtors to Broad Cloth, for 6 Pieces (N ^o . 1.)				
	of 20 Yards each, at 17s. 4d. per Yard, is 104l. Sold				
	and delivered to Thomas Jameson, viz.				
			l.	s.	d.
7	Foreign Linnen, for 12 Pieces of Holland				
	(N ^o . 1.) of 25 Yards each, in all 300				
	Drs. Yards received, at 4s. per Yard.		60	00	00
1	Cash received.		44	00	00
			104	00	00
					104 00 00
					May 11.

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		May 11.	l.	s.	d.
7	Salmons Debtor to Raisins, for 12 Barrels of Salmons (N ^o 1.)				
2	at 2l. 5 s. per Barrel, cured with Spanish Salt, received in Barter with Robert White, for 15 Barrels of Raisins (N ^o 1.) delivered at 1l. 16 s.		27	00	00
6	Accepted Bills payable to me, Debtor to Foreign Linnen, for 4 Pieces of Holland (N ^o 1.) 25 Yards each, is 100 Yards.				
7	Sold and delivered to Abraham Fairholm at 5 s. 3 d. per Yard, payable by him in 5 Months is.		26	5	00
		14.			
7	Salmons Debtor to Sundry Accounts, for 8 Lafts (N ^o 1.) cured with Spanish Salt. Bought and received of Mr. James Montgomery, at 2l. 5 s. per Barrel is 216 l. viz.				
1	Cash paid: ————	60	00	00	
3	Crs. { Mr. Andrew Cochran, by my Bill. ————	40	00	00	
7	{ J ^a . Montgomery, payable on Demand. ————	116	00	00	
		216	00	00	216 00 00
1	Cash Debtor to Tobacco, for 3 Hogheads at 4l. 14 s. per				
2	Hoghead, is. ————		14	2	00
		20.			
2	Sundry Accounts Debtors to Tobacco, for 2 Hogheads 9 l. 12 s. viz.				
6	Cash received. ————	2	00	00	
	Drs. { J ^o . Houston, for 4 Barrels of Figs received in Barter of the Tobacco, and sold to him at 1 l. 18 s. per Barrel payable on demand, is ————	7	12	00	
		9	12	00	9 12 00
<p>Observe. The Figs may be entered Both as received, and as disposed of. But there being no Account of Figs yet in the Leger, this is a more Convenient way, and to the same Purpose for the State of the Accounts.</p>					
		May 20.			

		May 20.			l.	s.	d.
7	Scotch Linnen Debtor to Sundry Accounts, for 750 Yards (N ^o . 1.) at 16 d. per Yard, is 50 l. received in Barter with Ninian Nicholson. For, viz.						
6	Crs. {	Iron, (N ^o . 1.) 200 Stone, delivered at			l.	s.	d.
		3 s. 6 d. per Stone.	—	—	35	00	00
1		Cash.	—	—	15	00	00
					50	00	00
		24.			50	00	00
4	James Trustwell Debtor to Cash, paid him in part.	—	—		40	00	00
1	Cash Debtor to Daniel Trader, paid me in part.	—	—		20	00	00
5		28.					
6	Alexander Black Debtor to Sundry Accounts, 15 l. 2 s. 8 d. Having received a Bill on him from Jo. Paton, for 15 l. payable on demand. Which he has taken up towards Payment of Part of my Debt to him, which is not payable till 8 Aug. viz.						
5	Crs. {	Jo. Paton, for the Contents of the Bill. -			15	00	00
8		Profit and Loss, for discount till 8 Aug. -			00	2	8
					15	2	8
		30.			15	2	8
8	Figs Debtor to Cash, for 16 Barrels (N ^o . 1.) Bought and received for ready Money, at 2 l. 4 s. per Barrel, is	—	—		35	4	00
1	Cash Debtor to Iron, for 300 Stone (N ^o . 1.) Sold and delivered for ready Money, at 4 s. per Stone.	—	—		60	00	00
6	James Montgomery, Debtor to Sundry Accounts, 116 l. paid him what I owed for Salmons, viz.						
1	Crs. {	Cash.	—	—	108	8	00
6		Jo. Houston, by my Bill.	—	—	7	12	00
					116	00	00
					116	00	00
		June 3.					

June 3.

6 Iron Debtor to Sundry Accounts, for 300 Stone (N^o. 2) at 3 s. 4 d. per Stone, is 50 l. Bought and received from Daniel Trader, viz.

					l.	s.	d.
1	Crs.	{	Cash paid.	—	32	10	00
5			Dan. Trader.	—	17	10	00
					50	00	00

l. s. d.

50 00 00

8 Delivery Account of Buying, Debtor to Sundry Accounts, for 24 Barrels of Raisins, at 1 l. 10 s. per Barrel, is 36 l. Bought upon Forehand Bargain, from Mr. Andrew Cochran, to be delivered the 1st of July next, viz.

					l.	s.	d.
1	Crs.	{	Cash advanced.	—	16	00	00
3			Andrew Cochran, payable on delivery.	—	20	00	00
					36	00	00

36 00 00

6.

4 David Johnston, Debtor to Sundry Accounts, for 120 l. which I have paid him thus, viz.

					l.	s.	d.
1	Crs.	{	Cash paid.	—	117	00	00
8			Profit and Loss, discounted to me.	—	3	00	00
					120	00	00

120 00 00

7.

5 John Paton, Debtor to Paper, for 10 Bales (N^o. 1.) Sold and delivered to him, at 4 l. 18 s. per Bale, payable in 10 Months.

49 00 00

9 Sundry Accounts, Debtors to Delivery Account of Selling, for 13 Barrels of Raisins, at 1 l. 15 s. 8 d. per Barrel, is 23 l. 3 s. 8 d. Sold upon Forehand Bargain, to John Houston, to be delivered the 10th of July next, viz.

					l.	s.	d.
1	Drs.	{	Cash, received.	—	13	3	8
6			John Houston, payable 20 days after delivery.	—	10	00	00
					23	3	8

23 3 8

June 7.

June 15.

- 9 Sundry Accounts, Debtors to Delivery Account of Selling, for 8 Bales of Paper, at 4*l*. per Bale, is 32*l*. Sold upon Forehand Bargain, to William Smith, to be delivered the 5th of Aug. next, viz.

		<i>l</i> .	<i>s</i> .	<i>d</i> .
5	Drs. { Daniel Trader, per Bill on him, on demand. — — —	18	00	00
4	{ Will. Smith, payable upon delivery. — — —	14	00	00
		32	00	00

l. *s*. *d*.

32 00 00

- 8 Sundry Accounts Debtors to Figs, for 18 Barrels, viz. 16 of (N^o. 1.) and 2 of (N^o. 2.) at 2*l*. 17*s*. per Barrel, is 51*l*. 6*s*. Sold and delivered to Peter Chapman, viz.

		<i>l</i> .	<i>s</i> .	<i>d</i> .
1	Drs. { Cash received. — — —	15	00	00
4	{ Mr. James Trustwell, per Bill on him, payable on demand. — — —	20	00	00
5	{ Peter Chapman, payable in 20 days. — — —	16	6	00
		51	6	00

51 6 00

18.

- 3 Andrew Hunter, Debtor to Sundry Accounts, for principal Sum lent him upon his Bond of this date, with the Interest due at the Term of Payment, viz.

		<i>l</i> .	<i>s</i> .	<i>d</i> .
1	Crs. { Cash, principle Sum lent, payable at Martinmas next. — — —	100	00	00
8	{ Profit and Loss, for the Interest due at the Term of Payment, at 6 per Cent. — — —	2	11	5
		102	11	5

102 11 5

- 9 Voyage to London in the Hind of Aberdeen, J. M. Master, Debtor to Sundry Accounts, for the following Goods and Charges, shipped for my Account in the said Ship, to be consigned to John Blackwood, Factor there, viz.

S

Crs.

		l.	s.	d.	l.	s.	d.
5	Brandy, for 56 Casks (N ^o . 1. and 2.)	156	00	00			
1	Crs. { Cash, for Charges —	2	16	00			
	Advanced Freight. —	9	00	00			
	Insurance, in the Hands						
	of A. Trusty, at 7 ½. —	11	5	00			
					179	1	00
					179	1	00
	June 21.						
4	Mr. David Johnston, Debtor to Sundry Accounts, 34l. for two Butts of Sack, which I this Day bought of Richard Duke for ready Money, and sold to Ditto Johnston. Who received the same from R. D. viz.						
1	Crs. { Cash paid for the Sack. — —	30	00	00			
8	Profit and Loss. Gained by the Sale. —	4	00	00			
					34	00	00
					34	00	00
9	Voyage to Rochel, in the Swan of Peter-Head, D. F. Master. Debtor to Sundry Accounts, for the following Goods, shipped for my Account in the said Ship, to be consigned to Daniel Stratton, Factor there, viz.						
7	Salmons, for 8 Last (N ^o . 1.) Cost - -	216	00	00			
1	Cash, paid for 240 Yards Plaidin, to Alex. Brigs, with Charges on the whole. — — —	11	16	8			
7	James Montgomery, for 40 Barrels of Beef, this Day received of him, payable in 1 Month. — —	60	00	00			
					287	16	8
					287	16	8
	22.						
9	Bottomree Account, Debtor to Sundry Accounts, for 74l. the Principal and Interest lent to Thomas Speedwell, on Bottomree of his Ship the Mary of Stone-Hyve, to be paid at her safe Arrival at Lisbon, to Cornelius Mandole, my Factor there, viz,						
	Crs.						

		l.	s.	d.	l.	s.	d.
1	Crs. { Cash lent. — — — — —	50	00	00			
8	{ Profit and Loss, for the Interest. — —	24	00	00			
		74	00	00	74	00	00

June 22.

9 Wager's Account, Debtor to Cash, consigned in the Hands of
 1 F. B. upon a Wager against John Ramsay, that the British
 Parliament will not be adjourned before the 1st of July
 next. — — — — —

5 00 00

25.

10 Account of Wooll, Debtor to Sundry Accounts, for 4 Packs, N^o.
 and Prices following. Bought and received of Mr. James
 Trustwell, viz.

N ^o .		Stone.	lb.
1	Contains	18	00
2	— — — — —	22	14
3	— — — — —	30	00
4	— — — — —	25	10

Total. 96 8 Gros.
 Allowed for Tare. 3 00

93 08 Neat Weight.

Which at 10 s. 7 d. per Stone, is 49 l. 9 s. 6 d. $\frac{1}{2}$ viz.

		l.	s.	d.	l.	s.	d.
1	Crs. { Cash paid. — — — — —	19	9	6 $\frac{1}{2}$			
8	{ Figs, 6 Barrels (N ^o . 2) at 3 l. per B.	18	00	00			
4	{ Fa. Trustwell, payable the 1 st of Aug.	12	00	00			
		49	9	6 $\frac{1}{2}$	49	9	6 $\frac{1}{2}$

9 Bottomree Account, Debtor to Sundry Accounts, for 50 l. Prin-
 cipal and Interest, lent to Hercules Handy, upon Bottomree
 of his Ship, the Owner's Goodwill. Bound for Stockholm,
 to be paid to me at her safe return to Aberdeen, viz.

		l.	s.	d.	l.	s.	d.
1	Crs. { Cash lent. — — — — —	40	00	00			
8	{ Profit and Loss, for the Interest. — —	10	00	00			
		50	00	00	50	00	00

S 2

June 25.

		June 25.			l. s. d.		
9	1	<i>Wager's Account, Debtor to Cash, consigned in the Hands of Mr. Matthew St. Clare, in a Wager against Thomas Murray, upon a private Affair, to be determined the 12th of July next.</i>					10 00 00
		28.					
1	10	<i>Cash Debtor to Insurance Account, for Præmium of Insurance of 300 l. upon the Grey-hound of Leith, bound for Virginia, the Præmium at 15 per Cent, is</i>					45 00 00
10	1	<i>Sheep-Skins, Debtor to Cash, for 20 Packs, at 2 l. 13 s. 4 d. per Pack. Bought for ready Money, is</i>					53 6 8
		July 2.					
2	8	<i>Raisins, Debtor to Delivery Account of Buying, for 24 Barrels (N^o. 2.) received from Mr. Andrew Cochran, in performance of a Forehand Bargain, at 1 l. 10 s. per Barrel. —</i>					36 00 00
3	1	<i>Mr. Andrew Cochran, Debtor to Cash, paid him.</i>					20 00 00
8	5	<i>Delivery Account of Buying, Debtor to Daniel Trader, for 5 Pieces of Holland of 20 Yards each, is 100 Yards. Bought of him at 5 s. per Yard, to be delivered the 20th of July next, under Penalty of 5 l.</i>					25 00 00
		4.					
10		<i>Voyage to Bordeaux, in the Success of Aberdeen, J. K. Master, Debtor to Sundry Accounts, for the following Goods shipped upon my Account, committed to the Care of Mr. Quintin Malcolm Supra-Cargo. Bound first for Bordeaux, with a Power to carry them to any other Port of France, where he can make the best Market, viz.</i>					
					l. s. d.		
7		<i>(Salmons, for 12 Barrels (N^o. 1.) at 2 l.</i>					
		<i>5 s. per Barrel, is</i>					27 00 00
10		<i>Crs. { Wooll, 4 Packs, Neat Weight 93 Stone</i>					
		<i>8 lb. at 10 s. 7 d. per Stone.</i>					49 9 6 1/2
10		<i>Cash, for Charges at Shipping.</i>					2 8 00
							78 17 6 1/2
							78 17 6 1/2
					July 4.		

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		July 4.		l.	s.	d.
8	Profit and Loss, Debtor to Bottomree Account, for the Principal and Interest lent to Hercules Handy upon his Ship, the Owner's-Goodwill. Which is Lost in her Voyage to Stockholm.					
9				50	00	00
		10.				
11	Voyage to Amsterdam in the Wild-Cat of Aberdeen, G. S. Master, Debtor to Sundry Accounts, for the following Goods shipped upon my Account and Risk, to be consigned to Herman van Rymer, viz.					
				l.	s.	d.
10	Crs. { Sheep-Skins, 20 Packs.	—	—	53	6	8
10	{ Cash, for Charges.	—	—	3	00	00
				56	6	8
10	Cash, Debtor to Insurance Account, for the Præmium of Insuring 100 l. to Archibal Cockburn, upon the Unicorn of Pitten-Weem D. L. Master. Bound for Leghorn, Præmium paid.					
10				12	00	00
		12.				
2	Sundry Accounts, Debtors to Raisins, for 19 Barrels (N ^o . 2.) delivered to John Houston, at 1 l. 15 s. 8 d. per Barrel, is 33 l. 17 s. 8 d. viz.					
				l.	s.	d.
9	Drs. { Delivery Account of Selling, for 13 Barrels formerly sold.	—	—	23	3	8
6	{ Jo. Houston, for 6 Barrels now sold, payable the 2d of Aug.	—	—	10	14	00
				33	17	8
8	Profit, &c. Debtor to Wager's Account, the Wager against Thomas Murray being lost.					
9				10	00	00
10	Cash, Debtor to Wager's Account, gained upon a Horse-race. --			15	00	00
9						
11	John Blackwood of London my Account of Brandy, Debtor to Voyage to London, &c. for 56 Casks of Brandy consigned him, value					
9				179	1	00
		July 15.				

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		July 25.	l.		s.	d.
9	11	Wager's Account, Debtor to Hazard Account, for 6l. engaged for upon Parole, in a Wager against Simeon Wilfull, that there will be no Peace between Britain and Spain, before the 10th of Aug. next.				
		28.				
10	8	Cash Debtor to Profit, &c. gain'd by 18 Lewid'ors, which I took for 16l. 6s. and have given away for 17l. 11s. the Gain is				
		30.				
10	10	Insurance Account, Debtor to Cash, paid to Archibald Cockburn, 80l. for 100l. which I insured to him upon the Unicorn of Pitten-Weem, now cast away in her Voyage to Leghorn.				
		August 1.				
10	2	Cash Debtor to Wine, for 10 Hogsheads of Claret sold, viz. 2 of (N ^o . 2.) at 10l. per Hogshead, and 8 of (N ^o . 3.) at 14l. per Hogshead. Total.				
2	10	Wine Debtor to Cash, for 4 Hogsheads of White-Wine, bought at 9l. per Hogshead, is				
2	4	Broad Cloth Debtor to David Johnston, for 3 Pieces, bought and received of him, payable the 1st of Octob. next, viz. -				
		N ^o .				
		1 Contains 25 Yards each, at 14s. is -	17	10	00	
		2 ——— 30 Yards each, at 16s. 8d. -	25	00	00	
		3 ——— 18 Yards each, at 12s. —	10	16	00	
			53	6	00	
		3.				
4	8	Paper Debtor to Delivery Account of Buying, for 20 Bales (N ^o . 2.) received in Performance of Forehand Bargain from William Wallace.				
3	4	William Wallace, Debtor to William Smith, per my Bill. -				

		August 3.			l.	s.	d.
9		<i>Delivery Account of Selling, Debtor to Sundry Accounts, for 8 Bales of Paper, formerly sold upon Forehand Bargain to William Smith; whereof I have now delivered 6 Bales; both being Content to pass from the other 2 Bales, viz.</i>					
					l.	s.	d.
4		Crs. { Paper, for 6 Bales (N ^o . 2.) delivered. -			24	00	00
4		{ William Smith, 2 Bales retained. —			8	00	00
					32	00	00
					32	00	00
11		<i>Voyage from Bourdeaux in the Success of Aberdeen, Debtor to Voyage to Bourdeaux, &c. for 7 Hogsheads of Claret-Wine, loaded for my Account, by Quintin Malcolm Supra-Cargo, in return of 12 Barrels of Salmons sold by him there, the neat Proceeds of which is 160 Crowns, at 56 d. per Crown. -</i>					
10					37	6	8
		5.					
10		<i>Cash Debtor to Sundry Accounts, for a Bill drawn by me upon John Blackwood, my Factor at London, payable to Christopher Higgins (or Order) upon Sight, presently paid to me, viz.</i>					
					l.	s.	d.
11		Crs. { J. Blackwood, my Account Current, for			100	00	00
		{ the Contents of the Bill. —			2	00	00
8		{ Profit, &c. for Exchange. —			102	00	00
					102	00	00
					102	00	00
		8.					
10		<i>Cash Debtor to John Houston, for 20 Carolus's, received from him to Account, at 23 s. a Piece, is</i>					
6					23	00	00
10		<i>Sundry Accounts Debtors to Cash, for 20 Carolus's, which I took for 23 l. and have again delivered to Alexander Black, for 22 l. 10 s. to Account betwixt us, viz.</i>					
					l.	s.	d.
6		Drs. { Alexander Black. —			22	10	00
8		{ Profit, &c. Lost by them. —			00	10	00
					23	00	00
					23	00	00
		August 8.					

August 8.

- 12 Herman van Rymer of Amsterdam, my Account of Sheep-Skins,
 11 Debtor to Voyage to Amsterdam, in the Wild-Cat of Aber-
 deen, for 18 Packs, consigned to him (the other 2 Packs
 shipped being lost at Sea) the Value of the whole 20
 Packs being charged to the 18 is — — —
 12 Herman van Rymer, my Account Current, Debtor to Ditto
 12 my Account of Sheep-Skins, for 10 Packs sold for ready
 Money, neat Proceeds of which (deducting Charges and
 Freight in the whole) per Account, is 436 $\frac{4}{11}$ Guilders,
 at 22 d. per Guilder, is — — —

l. s. d.

56 6 8

40 00 00

Observe. That a Learner may better understand the Rules of
 this Art, I shall point out several other ways, that this
 Transaction may be entered.

- 1 Profit, &c. May be Debtor for the 2 Packs lost, and my
 Account of Skins for the 18. Voyage being Creditor. The
 10 Packs sold being entered as before. Or,
- 2 Profit, &c. Debtor for the 2 Packs lost, my Account of Skins
 for the 8 unfold, and my Account Current for the 10 sold.
 And Voyage Creditor for the whole. Or,
- 3 Ditto my Account of Skins, Debtor for 8 Packs, valu-
 ing them only as 8 Packs really cost, and my Account Current
 Debtor for 10 Packs as they are sold. Neglecting the 2
 Packs lost.

10.

- 12 Daniel Stratton of Rochel, my Account of Goods per the Swan
 9 of Peterhead, Debtor to Voyage to Rochel, &c. for the fol-
 lowing Goods consigned to him, and which he has received,
 as per Advice, viz.

	l.	s.	d.
8 Last of Salmons. — — —	216	00	00
40 Barrels of Beef. — — —	60	00	00
240 Yards of Plaidin. — — —	7	00	00
Charges at Shipping. — — —	4	16	8

287 16 8

287 16 8

T

August 10.

August 10. 2 August				l.	s.	d.
12	Voyage from Lisbon in the Red-Lyon of Montross, Debtor to					
11	Cornelius Mandole of Lisbon, my Account Current, for 50					
	Barrels of Raisins. Bought and shipped by him for my					
	Account. Cost (with all Charges and his Provision) 222					
	Milrees, which at 6 s. 8 d. is — — —			74	00	00
13.						
9	Wager's Account, Debtor to Hazard Account, for 10 l. engaged					
11	upon Parole, in a Wager upon a private Affair against					
	Mr. John Justice, to be determined by Mr. John Meen. —			10	00	00
9	Bottomree Account, Debtor to Sundry Accounts, lent to Law-					
	rence Lovemoney, upon Bottomree of his Ship, the Faulcon					
	of Aberdeen, bound for Genoa, 60 l. to be repaid to me at his					
	safe return, with 20 l. Interest for the Risk, viz.					
10	Crs. { Cash, Principal. — — —			60	00	00
8	{ Profit, &c. Interest. — — —			20	00	00
				80	00	00
				80	00	00
14.						
7	Sundry Accounts, Debtors to Foreign Linnen, for 100 Yards					
	(N ^o . 1.) at 3 s. 6 d. per Yard is 18 l. 6 s. 8 d. delivered					
	to James Trustwell, viz.					
4	Drs. { J ^a . Trustwell. — — —			12	00	00
10	{ Cash received. — — —			6	6	8
				18	6	8
				18	6	8
10	Cash Debtor to Accepted Bills, due to me, received from					
6	Gideon Keith. — — —			28	16	00
11	John Blackwood of London, my Account Current, Debtor to					
11	John Blackwood, my Account of Brandy, for 36 Casks, sold					
	for ready Money. Neat Proceeds. — — —			200	00	00
August 15.						

		August 15.			l. s. d.		
12	Herman van Rymer of Amsterdam, my Account Current, Debtor						
12	to Herman van Rymer, my Account of Sheep-Skins, for 8						
	Packs sold for ready Money. Neat Proceeds 400 Guilders,						
	22 d. $\frac{1}{2}$ is				37	10	00
10	Cash Debtor to John Blackwood of London, my Account Cur-						
11	rent. Received for a Bill upon him payable to J. R. which						
	he has paid me.				20	00	00
		16.					
12	Hero Moy of Amsterdam, his Account of Goods per Leopard of						
10	Aberdeen, Debtor to Cash, paid of Charges upon the follow-						
	ing Goods consigned to me, to sell for his Account.						
	Received.						
	Charges paid.						
					l. s. d.		
	8 Packs of Flanders Flax. }	Petty Customs.			2	10	00
	40 Dozen of Wooll-Cards. }	Shoar Dues. --			00	18	00
	50 lb of Bohea-Tea. }	Carriage. —			00	6	8
					3	14	8
13	Cash Debtor to Herman van Rymer, my Account Current, for						
12	my Bill on him, payable to J. B. (or Order) upon Sight.						
	436 Guilders which at 22 d. $\frac{1}{4}$ is				40	8	5
		19.					
9	Sundry Accounts Debtors to Wager's Account, for the Wager						
	against Simeon Wilfull gained, there being no Peace yet						
	concluded between Britain and Spain, viz.						
					l. s. d.		
11	Drs. { Hazard Account, to Ballance the for-						
	mer Entry.				6	00	00
13	{ Cash received.				6	00	00
					12	00	00
11	Hazard Account Debtor to Wager's Account, the Wager						
9	against Mr. John Justice being decided.				10	00	00
9	Wager's Account, Debtor to Cash, paid for this Wager lost.				10	00	00
13		20.					
13	Cash Debtor to Hero Moy's Account of Goods, for 8 Packs of						
12	Flax. Sold at 4 l. per Pack, is				32	00	00
		T 2					
		August 20.					

		August 20.		l.	s.	d.	
13	Hero Moy, his Account Current, Debtor to Cash, remitted to him in the Bill of John Duncanson, on Maurice Moliere at 10 days Sight 208 $\frac{1}{2}$ $\frac{2}{3}$ Guilders, which at 23 d. is 20 l. paid by me.			20	00	00	
7	Foreign Linnen, Debtor to Sundry Accounts, for 6 Pieces of Fine Muslin, received this Day from aboard a Bark of Inverness, from London; sent me by John Blackwood, by Order, and in return of my Brandy sold by him, viz.						
				l.	s.	d.	
11	Crs. {	Jo. Blackwood, my Account Current, for the Value of 6 Pieces of Muslin 40 Yards each: Prime Cost and Charges at London amounts to	123	10	00		
13		Cash, for Freight and Charges paid here.	000	15	00		
			124	5	00	124	5 00
			22.				
13	Daniel Stratton of Rochel, my Account of Sales, Debtor to Ditto Stratton, my Account of Goods, &c. for 8 Last of Salmons. Sold by him, one Time, to Sundry Persons. Neat Proceeds thereof, deducting all Charges, (with the Freight upon the whole Cargo cleared by him) is 1500 Crowns, at 4 s. per Crown.			300	00	00	
8	Delivery Account of Buying, Debtor to Sundry Accounts, for 100 Bolls of Wheat, bought of Thomas Dalziel, at 1 l. 10 s. per Boll, to be delivered the 1st of Nov. next, viz.						
				l.	s.	d.	
13	Crs. {	Cash advanced.	10	00	00		
13		Tho. Dalziel, payable at Martinmas. --	140	00	00		
			150	00	00	150 00 00	
3	Andrew Cochran, Debtor to Herman van Rymer my Account Current, for 400 Guilders, at 22 d. $\frac{1}{2}$. is 37 l. 10 s. drawn upon Ditto Rymer, payable at single Usance to Ditto Cochran (or Order) the Value to be paid to me in 1 Month.			37	10		
				August 23.			

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August 23.

³₁₂ Peter Chapman, Debtor to Hero Moy his Account of Goods,
£c. for 40 Dozen of Wool-Cards, sold at 16 s. per Dozen,
payable in 20 Days. —————

320000

14 Daniel Stratton of Rochel my Account of Wool, Debtor to
10 Voyage to Bourdeaux, &c. for 4 Packs consigned to him, by
Quintin Malcolm, my Supra-Cargo. Value (Including a
Proportion of all Charges). ——— ——— ———

55 | 9 | 6 $\frac{1}{2}$

24.

8	Profit, &c. Debtor to Voyage from Lisbon, &c. for 50 Barrels
12	of Raisins lost. Value ———— ———— ———— ————

7400.00

26.

14 Charles Chareu of Bourdeaux, our Account of Exchange in
13 Company, Debtor to Cash, paid for a Bill remitted to him
for 400 Crowns, which at 56d. per Crown, is 93l. 6s. 8d.
the Draught of Peter Stuart upon Elias Morgan, paid by
me.

93 | 6 | 8

14. *House in Castle-Street, Debtor to John Campbel 300l. 15s.*
 14. *viz. 300l. the Price of the said House bought of him,*
payable in 1 Year. And 15s. the 1st Quarter of an Annu-
ity of 3l. payable Quarterly to him as part of the Price of
the said House during the Life of his Mother, and for her
Behoof. Total. —————

300|15|00

14 William Davidson, Debtor to House in Castle-Street, for
14 ½ Years Rent, from Whit-Sunday last, payable at Martin-
mas next.

100000

29.

14. *House in Broad-Street, Debtor to Sundry Accounts, for 230 l. the Value of the said House, left me in Legacy, by D. M. my Uncle, with the Burden of the following Legacy, viz.*

Crs.

			l.	s.	d.	l.	s.	d.
8		Profit, &c. free Gain to me. ———	200	00	00			
15	Crs.	{ Thomas Richman, for a Legacy which I'm bound to pay him by Virtue of my said Uncle's Will. ——— }	30	00	00			
			230	00	00	230	00	00
		August 29. ———						
15		Ship the Dragon of Aberdeen, Debtor to Thomas Dalziel, for						
13		$\frac{2}{3}$ of the said Ship bought of him, payable at Candlemas next. ———				100	00	00
		30. ———						
15		Benjamin Barclay, my Account with him in Company, Debtor						
13		to Cash, stocked with him for an Inland Trade to be managed by him. ———				20	00	00
6		Accepted Bills due to me, Debtor to John Blackwood, my Ac-						
11		count Current, 76 l. 10 s. remitted to me in his own Bill up- on Alexander Gordon, Merchant in Aberdeen, payable in 1 Month. Accepted. ———				76	10	00
		Sept. 2. ———						
13		Hero Moy of Amsterdam, his Account Current, Debtor to Sun- dry Accounts, for the following Goods bought by his Order, and for his Account, shipped aboard the Rose of Kinghorn, J. C. Master, for Amsterdam, viz.						
13	Crs.	{ Cash, paid for 4 Packs of Sheep-Skins, with Charges at Buying and Shipping. ——— }	14	15	00			
8		{ Profit, &c. for my Commiffion. ——— }	00	15	00			
			15	10	00	15	10	00
3		Andrew Cochran, Debtor to Profit, &c. for 50 l. left me in a						
8		Legacy by a Friend, payable by Ditto Cochran, Executor to the deceased. ———				50	00	00
8		Sundry Accounts, Debtors to Profit, &c. for the Apprentice-Fee of John Brown, Son to Adam Brown, whom I have this Day taken for my Apprentice for 3 Years, viz.						

Drs.

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[illegible]

		l.	s.	d.	l.	s.	d.
3	Andrew Cochran, for 200 pair of Stockings, payable in 4 Months. — —	50	00	00			
13	Crs. { Cash, paid in Part of 700 Yards of Plaidin (with Charges on the whole). —	8	8	00			
15	Tho. Richman, for the Remainder of the Plaidin, payable in 2 Months. —	10	00	00			
8	Profit, &c. for my Commission. —	4	00	00			
		72	8	00	72	8	00
	Sept. 10.						
15	Thomas Richman, Debtor to Charles Chareu, our Account of Exchange, for 500 Crowns, at 57 d. is 119 l. 15 s. 10 d.						
14	drawn by me on Ditto Chareu, payable at single Usance to Anthony van Helm (or Order) to be paid me by Ditto Richman in 1 Month. — — —				119	15	10
15	Daniel Stratton of Rochel, my Account Current, Debtor to Ditto, my Account of Sales, for 1500 Crowns at 4 s. of out-standing Debts received by him, is — —				300	00	00
13							
	11.						
16	Voyage from Amsterdam in the Lamb of Aberdeen, Debtor to Herman van Rymer, my Account Current, for the following Goods, bought and shipped by him, by my Order viz.						
12							
	100 lb. Weight of Coffee. — —	40	00	00			
	4 Packs of Flax, 18 Stone each. —	37	00	00			
	Charges and Commission. —	8	16	9			
	Total is 981 Guilders, at 21 d. equal to	85	16	9	85	16	9
	13.						
13	Cash Debtor to Peter Chapman, being for Payment of what he owed for Hero Moy's Account of Goods. — —				32	00	00
5							
12	Hero Moy's Account of Goods, Debtor to his Account Current, for the neat Proceeds of his Goods, which are all disposed of; and the Debts received. — —				43	10	8
13							
15	Christianus Marbach, his Account Current, Debtor to Cash, paid of advanced Freight and other Charges upon his Goods bought the 7th of this Month: This day shipped aboard the Mermaid, Magnus Black, Master. — —				6	00	00
13							
	Sept. 23.						

		Sept. 13.		l. s. d.		
9	13	Wager's Account, Debtor to Cash, consigned in the Hands of Mr. Gabriel Bowman in a Wager against Thomas Arrow-Smith, that the Crocodile of Aberdeen, now at Virginia, will not be home before the 1 st of November next. — —		10	00	00
		15.				
4	6	David Johnston, Debtor to Accepted Bills due to me, for a Bill on him by Assignment from Mr. Alexander Gordon, payable on Demand, as per Wast-Book. — —		76	10	00
6		Sundry Accounts Debtors to Iron, for 500 Stone (N ^o . 1.) at 3 s. per Stone, is 75 l. delivered to James Montgomery, for Payment of 60 l. I owed him for 40 Barrels of Beef; and I have received the Surplus in Cash, viz.				
7	13	Drs. { James Montgomery. — — — 60 00 00 Cash. — — — 15 00 00		75	00	00
		18.				
15	6	Benjamin Barclay, my Account with him in Company $\frac{1}{2}$, Debtor to Alexander Black, for 10 l. payable in 2 Months, drawn upon me by Ditto Barclay, as part of my Share of certain Goods, bought by him for our Account, the Rest being already in his Hands. — — —		10	00	00
15	12	Daniel Stratton of Rochel, my Account Current, Debtor to Ditto, my Account of Goods, for 40 Barrels of Beef sold for ready Money. Neat proceeds per Account 336 Crowns, at 57 d. per Crown. — — —		79	16	00
16		Voyage from Rochel to Amsterdam, Debtor to Sundry Accounts, for my 4 Packs of Wool formerly consigned to Daniel Stratton at Rochel, shipped by him for Amsterdam, by my Order, viz.				
14	15	Crs. { Dan. Stratton, my Account of Wool. — — 55 9 6 $\frac{1}{2}$ Ditto — my Account Current, for his Provision and Charges, 6 } 1 8 6 Crowns, at 57 d. per Crown. — —		56	18	00 $\frac{1}{2}$
				56	18	00 $\frac{1}{2}$
		U		Sept. 18.		

		Sept. 18.	l.	s.	d.
13	6	Cash Debtor to John Houston, paid by him what he owes me.	3	14	00
14	16	Charles Chareu, our Account of Exchange, Debtor to Accepted Bills due by me, 300 Crowns drawn on me, payable to Mr. Robert Blackwood at single Ufance, is at 57 d. per Crown.	71	5	00
16	13	Voyage from Amsterdam, in the Lamb of Aberdeen, Debtor to Cash, 5 l. paid Charges upon the Coffee, and Flax sent me by Herman van Rymer, this Day arrived.	5	00	00
16		Sundry Accounts Debtors to Voyage from Amsterdam, for the Coffee and Flax received, viz.			
			l.	s.	d.
16		{ Flax, 4 Packs, 18 Stone each Pack, Value, prime Cost and Charges. —	43	00	00
16		Drs. { Adam Brown, for 100 lb of Coffee sold to, and received by him, payable in 6 Months. — — —	60	00	00
			103	00	00
			103	00	00
		Observe. There are various other Ways of entering this Transaction. As,			
1		1 To Enter the Flax and Coffee each Debtor for what they Cost in Holland; for which the Voyage is before Debtor, and now to be made Creditor. Then to charge each Debtor to Cash for their Share of 5 l. paid here: And lastly to enter the Sale of the Coffee.			
2		2 Make the Voyage Debtor for the 5 l. as before. Then Enter the Flax and Coffee each Debtor for the Value, Including the 5 l; and lastly Enter the Sale of the Coffee.			
		25.			
12	15	Herman van Rymer, my Account Current, Debtor to Daniel Stratton, my Account Current; for a Bill drawn by Ditto Rymer, on Ditto Stratton for my Account, 180 Crowns, which at 56 d. is Equal to 458 ² / ₁₁ Guilders, at 22 d. per Guilder.	42	00	00
		Sept. 25.			

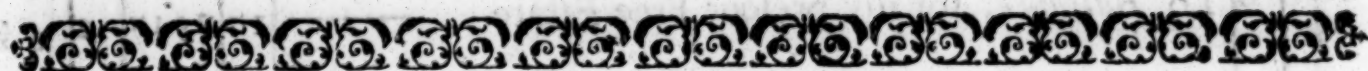
Journal Book. N^o. I.

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Sept. 25.			l.	s.	d.
15	Sundry Accounts, Debtors to Daniel Stratton, my Account Current, for 100 Crowns drawn upon him, at 57 d. payable at Sight to D. B. (or Order) for which I have received of David Broomfield, viz.				
2	Drs. {	Broad Cloth, (N ^o . I.) 2 Pieces, 16			
		Yards each, at 10 s. is — — —	16	00	00
13		Cash. — — — — —	7	13	4
			23	13	4
		28.	23	13	4
15	Sundry Accounts, Debtors to Benjamin Barclay, my Account with him in Company, received of him for my Share of our Goods in Partnership. Sold by him, viz.				
13	Drs. {	Cash. — — — — —	25	00	00
6		Iron, 100 Stone, at 3 s. — — — — —	15	00	00
			40	00	00
			40	00	00
13	Hero Moy, his Account Current, Debtor to Accepted Bills, due by me; for his Bill payable to Mr. Robert Clark, at single Ufance.				
16					
				8	00
		Octob. 5.			
15	Sundry Accounts, Debtors to Christianus Marbach of Rotterdam, his Account Current, for the following Goods and Bill remitted me by him, for Payment of what he owes by his Account Current, viz.				
7	Drs. {	Foreign Linnen, 4 Pieces of Holland, 30			
		Yards each, cost with Charges. — — —	20	00	00
16		Flax, for 4 Packs, 18 Stone each. — — —	36	00	00
6		Accepted Bills, due to me, for a Bill on George Gordon, payable in 2 Months. — — —	22	8	00
			78	8	00
			78	8	00
13	Sundry Accounts, Debtors to Cash, paid of Charges upon those Goods here, viz.				

			l.	s.	d.	l.	s.	d.
7	Drs.	{ Foreign Linmen. ————	1	13	00			
16		{ Flax. ————	2	19	00			
			4	12	00	4	12	00
6	Sundry Accounts, Debtors to Accepted Bills, due to me, for the Payment made me by Abraham Fairholm, viz.							
			l.	s.	d.			
13	Drs.	{ Cash received. ————	24	00	00			
8		{ Profit and Loss, discounted to him. —	2	5	00			
			26	5	00	26	5	00
		7. ————						
8	Profit and Loss, Debtor to Sundry Accounts, for the following Articles paid, and owing, of the Expences of Trade and Living, viz.							
			l.	s.	d.			
13	Crs.	{ By Book of Charges of Trade, 20 l. — —	50	00	00			
		{ By Book of Expence of Living, 30 l. — —						
16		{ By Book of Expences, 15 l. — —	67	00	00			
		{ Owing to J. S. at Martinmas, 2 l. —						
			67	00	00	67	00	00





LEGER-BOOK.

Number 1.

Of me *A. M.* Merchant in *Aberdeen* :

From the First of May, 1729.



Fol. 1.

Leger Book, N^o. 1.

		DEBTOR.	l.	s.	d.
STOCK.					
1729					
May	1	To Mr. David Johnston.	4	120	00 00
		Mr. James Trustwell.	4	60	00 00
					180 00 00
Oct.	8	To Ballance, for my present Free Estate.	17	25	47 2 5 $\frac{1}{2}$
Sum.				2727	2 5 $\frac{1}{2}$

		CASH.			
1729					
May	1	To Stock.	—	800	00 00
	2	To Wine.	2	48	00 00
	6	To Paper.	4	10	00 00
	8	To Raisins.	2	8	00 00
	11	To Broad Cloth.	2	44	00 00
	14	To Tobacco.	2	14	200
	20	To Tobacco.	2	20	00 00
	24	To Daniel Trader.	5	20	00 00
	30	To Iron.	6	60	00 00
June	7	To Delivery Account of Selling.	9	13	3 8
		To Accepted Bills. payable to me.	6	6	00 00
	12	To William Smith.	4	11	10 00
	15	To Figs.	8	15	00 00
	28	To Insurance Account.	10	45	00 00
Transferred to				101096	15 8

Fol. 1

		C R E D I T O R.		l.	s.	d.
		S T O C K.				
1729						
May	1	By Cash.		800	00	00
		Wine — 20 Hogsheads of Claret.	2	213	00	00
		Tobacco — 18 Hogsheads of Virginia.	2	200	14	00
		Raisins — 30 Barrels.	2	48	00	00
		Broad Cloth — 14 Pieces.	2	203	12	00
		Mr. William Wallace.	3	103	5	00
		Andrew Hunter.	3	80	00	00
		Andrew Cochran.	3	140	00	00
		Moveables and Household Furniture.	3	200	00	00
				1988	11	00
Oct.	8	By Profit and Loss, gained since May 1.	17	738	11	5 $\frac{1}{2}$
		Sum.		2727	2	5 $\frac{1}{2}$

		C A S H.				
1729						
May	6	By Brandy.	5	16	00	00
	8	By Brandy.	5	60	00	00
	14	By Salmons.	7	60	00	00
	20	By Scotch Linnen,	7	15	00	00
	24	By James Trustwell.	4	40	00	00
	30	By Figs.	8	35	4	00
		By James Montgomery.	7	108	8	00
June	3	By Iron.	6	32	10	00
		By Delivery Account of Buying.	8	16	00	00
	6	By David Johnston.	4	117	00	00
	10	By Peter Chapman.	5	9	00	00
	18	By Andrew Hunter.	3	100	00	00
		By Voyage to London, &c.	9	23	1	00
	21	By David Johnston.	4	30	00	00
		By Voyage to Rochel, &c.	9	11	16	8
	22	By Bottomree Account.	9	50	00	00
		By Wager's Account.	9	5	00	00
	25	By Wool.	10	19	9	6 $\frac{1}{2}$
		By Bottomree Account.	9	40	00	00
		By Wager's Account.	9	10	00	00
	28	By Sheep-Skins.	10	53	6	8
July	2	By Andrew Cochran.	3	20	00	00
		Transferred to	10	871	15	10 $\frac{1}{2}$

		DEBTOR		l. s. d.		
		WINE.				
1729			White Hds.	Claret Hds.		
May	1	To Stock, N ^o . 1. 6 Hogsheads, N ^o . 2. 4 Hogsheads, N ^o . 3. 10 Hogsheads. Total.		20	1	213 00 00
Aug.	1	To Cash, N ^o . 1. at 9 l. per Hoghead.	4	10		36 00 00
Sept.	6	To Voyage from Bourdeaux, &c. } prime Cost. — — — } N ^o . 4.		11		37 6 8
		To Cash, for Duty and Charges, } here. — — — — — }		13		5 10 00
	7	To Cash, for 15 Gallons to fill up the last 7 Hogsheads.		13		3 00 00
Oct.	8	To Profit and Loss.		16		36 10 00
		Sum.	4	27		331 6 8
		TOBACCO.		Hds.		
1729						
May	1	To Stock, neat Weight, 600 lb each Hoghead, at 11 l. 3 s.		18	1	200 14 00
		RAISINS.		N ^o . 1. Barrels	N ^o . 2. Barrels	
1729						
May	1	To Stock, at 1 l. 12 s. per Barrel.	30		1	48 00 00
July	2	To Delivery Account of Buying, at 1 l. 10 s. per Barrel.		24	8	36 00 00
Oct.	8	To Profit and Loss.		16		12 7 8
		Sum.	30	24		96 7 8
		BROAD CLOTH.		Pieces.		
1729						
May	1	To Stock, N ^o . 1. 8 Pieces, N ^o . 2. 6 Pieces. Total.		14	1	203 12 00
Aug.	1	To David Johnston, N ^o . 1, 2, 3. each 1 Piece.		3	4	53 6 00
Sept.	25	To Daniel Stratton, my Account Current, N ^o . 4. 16 Yards a Piece.		2	16	16 00 00
Oct.	8	To Profit and Loss.		16		23 14 00
		Sum.		19		296 12 00

		CREDITOR.		l.	s.	d.
		WINE.		White Hds.	Claret Hds.	
1729						
May	2	By Cash... Of N ^o . 1. at 12 l. per Hoghead.		4	1	48 00 00
	7	By Daniel Trader... per Bill on him, N ^o . 1. 1 Hoghead, N ^o . 2. 2 Hogheads. —		3	5	37 10 00
Aug.	1	By Cash... For 2 Hogheads, N ^o . 2. at 10 l. and 8 of N ^o . 3. at 14 l. per Hoghead.		10	10	132 00 00
Oct.	8	By Ballance... Of Claret 1 Hoghead N ^o . 1. 7 N ^o . 4. 2 N ^o . 3. White 4 Hogheads.	4	10	17	113 16 8
		Sum.	4	27	331	6 8
		TOBACCO.		Hds.		
1729						
May	14	By Cash. At 4 l. 14 s. per Hoghead.		3	1	14 2 00
	20	By Cash. } .. At 4 l. 16 s. per Hoghead.		2	1	2 00 00
		By John Houston. }		6		7 12 00
Oct.	8	By Ballance. — — — — —		13	17	144 19 00
		By Profit and Loss. — — — — —			16	32 1 00
		Sum.	18	200	14	00
		RAISINS.		N ^o . 1. Barrels	N ^o . 2. Barrels	
1729						
May	8	By Cash. — — — — —			1	8 00 00
		By John Houston. } N ^o . 1. at 2 l. per }			6	6 00 00
		By Accepted Bills. } Barrel. — — }	10		6	6 00 00
	11	By Salmons. At 1 l. 16 s. per Barrel	15		7	27 00 00
July	12	By Delivery Account of Selling. To John Houston. — — — — —			13	9 23 3 8
		By John Houston. At 1 l. 15 s. 8 d.			6	6 10 14 00
Oct.	8	By Ballance. — — — — —	5	5	17	15 10 00
		Sum.	30	24	96	7 8
		BROAD CLOTH.		Pieces		
1729						
May	2	By William Smith ... Each Piece 18 Yards, at 17 s. 6 d. N ^o . 2. — — — — —		2	4	31 10 00
	11	By Foreign Linnen. } 20 Yards each Piece, at }		6	7	60 00 00
		By Cash. } 17 s. 4 d. N ^o . 1. — }			1	44 00 00
June	10	By Peter Chapman. N ^o . 1. and 2. 2 Pieces each.		4	5	63 00 00
July	20	By Accepted Bills, &c. ... N ^o . 2. 18 Yards each, at 16 s. per Yard. — — — — —		2	6	28 16 00
Oct.	8	By Ballance. ... N ^o . 1, 2, 3. each 1 Piece, and N ^o . 4. 2 Pieces. — — — — —		5	17	69 6 00
		Sum.	19	296	12	00

1729	MOVABLES, &c.	
May	To Stock. Per particular Inventory thereof.	200 00 00

WILLIAM

			CREDITOR.		l.	s.	d.
<hr/>							
WILLIAM WALLACE.							
1729	June 12	By Delivery Account of Buying. Payable at Martinmas next.	8	56	00	00	
Octo.	8	By Ballance.	17	53	50	00	
			<hr/>				
			Sum.		109	500	
<hr/>							
ANDREW HUNTER.							
1729	May 6	By Brandy. Per my Bill on him to D. Watson.	5	80	00	00	
Octo.	8	By Ballance. Owing upon Bond.	17	102	11	5	
			<hr/>				
			Sum.		182	115	
<hr/>							
ANDREW COCHRAN.							
1729	May 8	By Iron. Per my Bill on him.	6	100	00	00	
	14	By Salmons. Per my Bill on him.	7	40	00	00	
June	3	By Delivery Account of Buying. Payable upon Delivery.	8	20	00	00	
Sept.	7	By Christianus Marbach, his Account Current.	15	50	00	00	
Octo.	8	By Ballance.	17	37	10	00	
			<hr/>				
			Sum.		247	1000	
<hr/>							
MOVEABLES, &c.							
1729	Octo.	8 By Ballance.	17	200	00	00	
			<hr/>				

Fol. 4.

Leger Book. N^o. I.

		DEBTOR.		l. s. d.		
1729		DAVID JOHNSTON.				
June	6	To Cash. Paid.	—	1	117	00 00
		To Profit and Loss. Discounted.	—	8	3	00 00
	21	To Cash. } .. For Sack paid; and sold to him.	—	1	30	00 00
		To Profit. &c. }	—	8	4	00 00
Sept.	15	To Accepted Bills. . . . For Bill of Alexander Gordon, payable on demand.	—	6	76	10 00
		Sum.			230	10 00
1729		JAMES TRUSTWELL.				
May	24	To Cash.	—	1	40	00 00
June	15	To Figs. Per P. C's Bill, payable on demand.	—	8	20	00 00
Aug.	14	To Foreign Linnen.	—	7	12	00 00
		Sum.			72	00 00
1729		WILLIAM SMITH.				
May	2	To Broad Cloth. Payable in 2 Months.	—	2	31	10 00
June	15	To Delivery Account of Selling. . Payable on delivery.	—	9	14	00 00
		Sum.			45	10 00
1729		PAPER.		No. 1. Bales.	No. 2. Bales.	
May	4	To Peter Chapman. . . . At 4l. per Bale.	—	18	5	72 00 00
Aug.	3	To Delivery Account of Buying. . . From William Wallace.	—		20 8	76 00 00
Oct.	8	To Profit and Loss.	—		16	15 4 00
		Sum.		18	20	163 4 00
DAVID						

DAVID

CREDITOR.

l. s. d.

1729

DAVID JOHNSTON.

May	1	By Stock. Payable the 1 st of Nov. next.	—	1	120	00	00
Aug.	1	By Broad Cloth. Payable the 1 st of Oct. next.	—	2	53	6	00
Oct.	8	By Ballance. ————	—	17	57	4	00

Sum.

230 10 00

1729

JAMES TRUSTWELL.

May	1	By Stock. Payable on demand.	—	1	60	00	00
June	25	By Wooll. Payable the 1 st of Aug.	—	10	12	00	00

Sum.

72 00 00

1729

WILLIAM SMITH.

June	12	By Figs. } — — — — —	—	8	20	00	00
		By Cash. } — — — — —	—	1	11	10	00
Aug.	3	By William Wallace. By my Bill.	—	3	6	00	00
		By Delivery Account of Selling. ———	—	9	8	00	00

Sum.

45 10 00

1729

PAPER.

				N ^o . 1. Bales.	N ^o . 2. Bales.		
May	6	By Cash. } At 5 l. per Bale.	—	5	5	10	00 00
		By John Paton. } ———	—			15	00 00
June	7	By John Paton. At 4 l. 18 s. per Bale.	—	10	5	49	00 00
Aug.	3	By Delivery Account of Selling. To William Smith.	—		6 9	24	0 00
Oct.	8	By Ballance. ———	—	3	14 17	65	4 00

Sum.

18

20

163 4 00

PETER

		DEBTOR.		l.	s.	d.
PETER CHAPMAN.						
1729						
June	10	To Broad Cloth. } For Payment made to him.	2	63	00	00
		To Cash. }	1	9	00	00
	15	To Figs. Payable in 20 days.	8	16	6	00
Aug.	23	To Hero Moy's Account of Goods... Payable in 20 days.	12	32	00	00

Fol. 5.

Leger Book. N^o. 1.

		CREDITOR.		l.	s.	d.
PETER CHAPMAN.						
1729	May 4	By Paper. Payable in 1 Month.	4	72	00	00
	July 25	By Cash.	10	16	6	00
	Sept. 13	By Cash.	13	32	00	00
			<div></div>			
Sum.				120	6	00

JOHN PATON.						
1729	May 24	By Alexander Black For a Bill given me on	6	15	00	00
		Ditto Black.				
	Oct. 8	By Ballance.	17	49	00	00
			Sum.			
				64	00	00

BRANDY.						
1729	June 18	By Voyage to London, &c. N ^o . 1. and 2.	56	9	156	00
			Casks.			

DANIEL TRADER.						
1729	May 24	By Cash.	1	20	00	00
	June 3	By Iron.	6	17	10	00
	July 2	By Delivery Account of Buying.	8	25	00	00
	Oct. 8	By Ballance.	17	23	00	00
			Sum.			
				85	10	00

JOHN

JOHN

				CREDITOR.			l.	s.	d.
1729				JOHN HOUSTON.					
May	30	By	James Montgomery.	—	—	—	7	7	12 00
Aug.	8	By	Cash.	—	—	—	10	23	00 00
Sept.	18	By	Cash.	—	—	—	13	3	14 00
				Sum.				34	6 00

1729				ACCEPTED BILLS, due to me,					
June	7	1. By	Cash. From John Hutchison.	—	—	—	1	6	00 00
Aug.	14	4. By	Cash. From Gideon Keith.	—	—	—	10	28	16 00
Sept.	15	5. By	David Johnston. . . For Payment of Alexander Gordon.	—	—	—	4	76	10 00
Oct.	7	2. By	Cash. Received. } From A. Fairholm.	—	—	—	13	24	00 00
			By Profit and Loss. Discounted. }	—	—	—	8	2	5 00
Oct.	8	By	Ballance. N ^o . 3. and 6.	—	—	—	17	112	8 00
				Sum.				249	19 00

1729				IRON.			Stone.		
May	20	By	Scotch Linmen. . . At 3 s. 6 d. per Stone, N ^o . 1.	200	7	35	00	00	00
	30	By	Cash. At 4 s. per Stone. N ^o . 1. — —	300	1	60	00	00	00
Sept.	15	By	James Montgomery. } At 3 s. per Stone, N ^o . 1.	500		60	00	00	00
		By	Cash. }			15	00	00	00
Oct.	8	By	Ballance. N ^o . 1. 100 St. N ^o . 2. 300 St.	400	17	65	00	00	00
				Sum.			1400	235	00 00

1729				ALEXANDER BLACK.					
May	8	By	Iron. Payable in 3 Months.	—	—	—		50	00 00
Sept.	18	By	Benjamin Barclay, my Account in Company. Payable in 2 Months.	—	—	—	15	10	00 00
				Sum.				60	00 00

FOREIGN

FOREIGN

CREDITOR

l. s. d.

1729		FOREIGN LINNEN.		Pieces.	Pieces				
May	11	By Accepted Bills due to me.	— —						
	 At 5 s. 3 d. per Yard. ... N ^o . 1.		4	6	26	5	00	
June	12	By Delivery Account of Buying. At							
		4 s. per Yard. N ^o . 1.	— —	4	8	20	00	00	
Aug.	14	By James Trustwell. }	At 3 s. 6 d. ... N ^o . 1.	4	4	12	00	00	
		By Cash. }		4	10	6	6	8	
Oct.	8	By Ballance. Muslin N ^o . 1.	—	4	6	17	145	18	00

		SALMONS.		Barrels				
1729								
June	21	By Voyage to Rochel, &c.	N ^o . I. — —	96	9	216	00	00
July	4	To Voyage to Bourdeaux, &c.	N ^o . I. —	12	10	27	00	00

1729	JAMES MONTGOMERY.										
May	14	By	Salmons.	Payable on Demand.	—	—			116	00	00
June	21	By	Voyage to Rochel, &c.	For 40 Barrels of							
			Beef.	Payable in 1 Month.	—	—		9	60	00	00
				</							

		SCOTCH LINNEN.		Yards.				
1729								
Oct.	8	By Ballance.....N ^o . 1.		750 17 50 00 00				

DEBTOR.

l. s. d.

1729

PROFIT and LOSS.

July	4	To Bottomree Account.	9	50	00	00
	12	To Wager's Account.	9	10	00	00
Aug.	8	To Cash.	10		10	00
	24	To Voyage from Lisbon, &c.	12	74	00	00
Oct.	7	To Accepted Bills due to me.	6	2	5	00
		To Cash.	13	50	00	00
		To Account of out-standing Charges.	16	17	00	00

Transferred to fol.

16 203 15 00

1729

F I G S.

May	30	To Cash. At 2l. 4s. per Barrel. N ^o . 1. —	16	1	35	4	00
June	12	To William Smith. At 2l. 10s. per Barrel. N ^o . 2. —	8	4	20	00	00
Oct.	8	To Profit and Loss.	16	14	2	00	00
Sum.			24		69	6	00

1729

DELIVERY ACCOUNT of BUYING.

June	3	To Cash. } 24 Barrels of Raisins, to be delivered 1 July next. - - }	1	16	00	00
		To Andrew Cochran. }	3	20	00	00
	12	To Foreign Linnen. } 20 Bales of Paper, to be delivered 1 Aug. next. - - }	7	20	00	00
		To William Wallace. }	3	56	00	00
July	2	To Daniel Trader. } 5 Pieces of Holland. }				
	 the 20th of July. —	5	25	00	00
Aug.	22	To Thomas Dalziel. } 100 Bolls of Wheat. }	13	140	00	00
		To Cash. } the 1st of Nov. next. — }	13	100	00	00

Sum.

287 00 00

PROFIT

				CREDITOR.			
				l.	s.	d.	
1729	PROFIT and LOSS.						
May	28	By Alexander Black.	—	6	2	8	
June	6	By David Johnston.	—	4	3	00	00
	18	By Andrew Hunter.	—	3	2	11	5
	21	By David Johnston.	—	4	4	00	00
	22	By Bottomree Account.	—	9	24	00	00
	23	By Bottomree Account.	—	9	10	00	00
July	22	By Daniel Trader.	—	5	5	00	00
	28	By Cash.	—	10	1	5	00
Aug.	5	By Cash.	—	10	2	00	00
	13	By Bottomree Account.	—	9	20	00	00
	29	By House in Broad Street.	—	14	200	00	00
Sept.	2	By Hero Moy's Account Current.	—	13	15	00	
		By Andrew Cochran.	—	3	50	00	00
		By Cash.	—	13	20	00	00
		By Adam Brown.	—	15	50	00	00
	6	By Hero Moy's Account of Goods, &c.	—	12	12	00	00
	7	By Christianus Marbach, his Account Current.	—	15	4	00	00

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				FIGS.			
				Barrels			
1729							
June	15	By Cash.	2 Barrels N ^o . 2. 16	18	1	15	00
		By James Trustwell. . .	N ^o . 1. . . . At 2 l.		4	20	00
		By Peter Chapman. . .	17 s. — — —		5	16	60
	25	By Wool. N ^o . 2.	At 3 l. per Barrel.	6	10	18	00
Sum.				24	69	6	00

				DELIVERY ACCOUNT of BUYING.			
1729							
July	2	By Raisins.	Received 24 Barrels from Andrew Cochran.	2	36	00	00
	22	By Daniel Trader.	For 5 Pieces of Holland, not delivered.	5	25	00	00
Aug.	3	By Paper.	20 Bales from William Wallace.	4	76	00	00
Oct.	8	By Ballance.	For 100 Bolls of Wheat, &c.	17	150	00	00
Sum.					287	00	00

DELIVERY

		DEBTOR.		l.	s.	d.
1729		DELIVERY ACCOUNT of SELLING.				
July	12	To Raisins. 13 Barrels. Delivered to John Houston.	2	23	3	8
Aug.	3	To Paper. 6 Bales to William Smith.	4	24	00	00
		To William Smith. 2 Bales not delivered.	4	8	00	00
		Sum.		55	31	8
1729		VOYAGE to LONDON in the HIND of ABERDEEN. J. M. Master.				
June	18	To Brandy. 56 Casks. N ^o . 1, 2.	5	156	00	00
		To Cash. For Charges and Insurance, &c.	1	23	1	00
		Sum.		179	1	00
1729		VOYAGE to ROCHEL in the SWAN of PETER-HEAD D. F. Master.				
June	21	To Salmons. 8 Last N ^o . 1.	7	216	00	00
		To James Montgomery. For 40 Barrels.	7	60	00	00
		To Cash. Paid for 240 Yards of Plaiden, with Charges on the whole.	1	11	16	8
		Sum.		287	16	8
1729		BOTTOMREE ACCOUNT.				
June	22	To Cash. Lent Thomas Speedwell.	1	50	00	00
		To Profit and Loss. For the Interest.	8	24	00	00
	25	To Cash. Lent Hercules Handy.	1	40	00	00
		To Profit and Loss. For the Interest.	8	10	00	00
Aug.	13	To Cash. Lent Laurance Lovemoney.	10	60	00	00
		To Profit and Loss. For the Interest.	8	20	00	00
		Sum.		204	0	00
1729		WAGER's ACCOUNT.				
June	22	To Cash. Against John Ramsey.	1	5	00	00
	25	To Cash. Against Thomas Murray.	1	10	00	00
July	25	To Hazard Account. Against Simeon Wilfull.	11	6	00	00
Aug.	13	To Hazard Account. Against Mr. John Justice.	11	10	00	00
	19	To Cash. Lost against Mr. John Justice.	13	10	00	00
Sept.	13	To Cash. Against Thomas Arrowsmith.	13	10	00	00
Oct.	8	To Profit and Loss. For Closing this Account.	16	16	00	00
		Sum.		67	00	00

			CREDITOR.		l.	s.	d.
1729	DELIVERY ACCOUNT of SELLING.						
June 7	By Cash.	13 Barrels of Raisins, to be	1	13	3	8	
	By John Houston.	delivered the 10th of July next.	6	10	00	00	
15	By Daniel Trader.	8 Bales of Paper, to be de-	5	18	00	00	
	By William Smith.	livered the 5th of Aug. next.	4	14	00	00	
			Sum.	55	3	8	
1729	VOYAGE to LONDON in the HIND of ABERDEEN. J. M. Master.						
July 12	By John Blackwood, my Account of Brandy.	56 Casks.	11	179	1	00	
1729	VOYAGE to ROCHEL in the SWAN of PETER-HEAD. D. F. Master.						
Aug. 10	By Daniel Stratton, my Account of Goods, &c. The whole received.	12	287	16	8	
1729	BOTTOMREE ACCOUNT.						
July 4	By Profit and Loss.	Hercules Handy's Ship being Loft.	8	50	00	00	
16	By Cornelius Mandole, my Account Current.	Received from Thomas Speedwell.	11	74	00	00	
Oct. 8	By Ballance.	Upon Laurance Lovemoney's Ship.	17	80	00	00	
			Sum.	204	00	00	
1729	WAGER's ACCOUNT.						
July 12	By Profit and Loss.	Loft, against Thomas Murray.	8	10	00	00	
	By Cash.	Gained upon a Horse-Race.	10	15	00	00	
15	By Cash.	Gained (with my own Stake) against John Ramsey.	10	10	00	00	
Aug. 19	By Hazard Account.	To Ballance the Wager against Simeon Wilfull.	11	6	00	00	
	By Cash.	Gained and received of this Wager.	13	6	00	00	
	By Hazard Account.	To Ballance the Article against Mr. John Justice.	11	10	00	00	
Oct. 8	By Ballance.	For the Wager against Thomas Arrowsmith, undecided.	17	10	00	00	
			Sum.	67	00	00	

		DEBTOR.		l.	s.	d.
1729		W O O L L.				
June 25	To Cash.....	} N ^o . 1, 2, 3, 4.	Packs 4	1	19	9 6 1/2
	To Figs.....		8		18	00 00
	To James Trustwell.		4		12	00 00
	Sum.		4		49	9 6 1/2
1729		INSURANCE ACCOUNT.				
July 30	To Cash.....	Lost upon the Unicorn of Pitten-				
		Weem.				80 00 00
Oct. 8	To Profit and Loss.			16		67 00 00
	Sum.				147	00 00
1729		S H E E P S K I N S.				
June 28	To Cash.....	At 2 l. 13 s. 4 d. per Pack.		Packs 20	1	53 6 8
1729		VOYAGE to BOURDEAUX, in the SUC-				
		CESS of ABERDEEN. J. K. Master.				
July 4	To Salmons.....	12 Barrels. N ^o . 1.		7		27 00 00
	To Wooll.....	4 Packs.				49 9 6 1/2
	To Cash.....	For Charges.				2 8 00
Oct. 8	To Profit and Loss.....	upon the Salmons.		17		13 18 8
	Sum.				92	16 2 1/2
1729		C A S H.				
	Transferred	from fol.		1	109	6 15 8
July 10	To Insurance Account.					12 00 00
12	To Wager's Account.			9		15 00 00
15	To Wager's Account.			9		10 00 00
25	To Peter Chapman.			5		16 6 00
28	To Profit and Loss.			8		1 5 00
Aug. 1	To Wine.			2		132 00 00
5	To John Blackwood, my Account Current.			11		100 00 00
	To Profit and Loss.			8		20 00 00
8	To John Houston.			6		23 00 00
14	To Foreign Linnen.			7		6 6 8
	To Accepted Bills due to me.			6		28 16 00
15	To John Blackwood, my Account Current.			11		20 00 00
16	To Herman van Rymer, my Account Current.			12		40 8 3
	Transferred to fol.	13			1503	17 1

				CREDITOR.		l.	s.	d.
1729				W O O L.	Packs			
July	2	By Voyage to Bourdeaux, &c.	— — —	4		49	9	6 ¹ / ₂
<hr/>								
1729				INSURANCE ACCOUNT.				
June	28	By Cash.	For Insuranc on the Greyhound of Leith.	1		45	00	00
July	10	By Cash.	For Insuranc on the Unicorn of Pitten-Weem.			12	00	00
	16	By Accepted Bills, &c.	For Insuranc on the Speedwell of Leith.	6		90	00	00
				Sum.		147	00	00
1729				S H E E P-S K I N S.	Packs.			
July	10	By Voyage to Amsterdam, &c.	— — —	20 11		53	6	8
1729				VOYAGE to BOURDEAUX, in the SUCCESS of ABERDEEN. J. K. Master.				
Aug.	3	By Voyage from Bourdeaux, &c.	For 12 Barrels of Salmons.	11		37	6	8
	23	By Daniel Stratton, my Account of Wool.	For 4 Packs of Wool.	14		55	9	6 ¹ / ₂
				Sum.		92	16	2 ¹ / ₂
1729				C A S H.				
		Transferred	— — — from fol.	1		87	15	10 ¹ / ₂
July	2	By Voyage to Bourdeaux, &c.	— — —			2	8	00
	10	By Voyage to Amsterdam, &c.	— — —	11		3	00	00
	30	By Insurance Account.	— — —			80	00	00
Aug.	1	By Wine.	— — —	2		36	00	00
	8	By Alexander Black. }	— — —	6		22	10	00
		By Profit and Loss. }	— — —	8			10	00
	13	By Bottomree Account.	— — —	9		60	00	00
	16	By Hero Moy's Account of Goods.	— — —	12		3	14	8
				Transferred to fol.	13	1079	18	6 ¹ / ₂
				VOYAGE				

		DEBTOR.		l.	s.	d.
1729		VOYAGE to AMSTERDAM in the WILD-CAT of ABERDEEN. G. S. Master.				
July	10	To Sheep-Skins. 20 Packs shipped.	10	53	6	8
		To Cash. For Charges.	10	3	00	00
			Sum.	56	6	8
1729		JOHN BLACKWOOD of LONDON, my ACCOUNT of BRANDY.				
July	12	To Voyage to London, &c. N ^o . 1, 2.	56	9	179	100
Oct.	8	To Profit and Loss.	17	140	19	00
			Sum.	56	320	00
1729		CORNELIUS MANDOLE of LISBON, my ACCOUNT CURRENT.				
July	16	To Bottomree Account. At 6 s. 8 d. per Milree.	222	9	74	00
1729		JOHN BLACKWOOD of LONDON, my ACCOUNT CURRENT.				
July	22	To John Blackwood, my Account of Brandy.		120	00	00
Aug.	14	To John Blackwood, my Account of Brandy.		200	00	00
			Sum.	320	00	00
1729		HAZARD ACCOUNT.				
Aug.	19	To Wager's Account. To Ballance the Article against Simeon Wilful.	9	6	00	00
		To Wager's Account. To ballance the Article against Mr. John Justice.	9	10	00	00
			Sum.	16	00	00
1729		VOYAGE from BOURDEAUX in the SUCCESS of ABERDEEN.				
Aug.	3	To Voyage to Bourdeaux, &c. For 7 Hogsheads of Claret.	10	37	6	8

		CREDITOR		l.	s.	d.
1729	VOYAGE to AMSTERDAM in the WILD-CAT of ABERDEEN. G. S. Master.					
Aug. 8	By Herman van Rymer, my Account of Sheep-Skins. ... For 18 Packs; the other 2 Packs lost at Sea.			12	56	6 8
1729	JOHN BLACKWOOD of LONDON, my ACCOUNT of BRANDY.			Casks.		
July 22	By John Blackwood, my Account Current.			20	120	00 00
Aug. 14	By John Blackwood, my Account Current.			36	200	00 00
Sum.				56	320	00 00
1729	CORNELIUS MANDOLE of LISBON, my ACCOUNT CURRENT.			Millices		
Aug. 10	By Voyage from Lisbon, &c. 50 Barrels of Raisins.			222 12	74	00 00
1729	JOHN BLACKWOOD of LONDON, my ACCOUNT CURRENT.					
Aug. 5	By Cash. Received for a Bill upon him.			10	100	00 00
15	By Cash. For a Bill upon him.			10	20	00 00
20	By Foreign Linnen.			7	123	10 00
30	By Accepted Bills, due to me. Remitted to me.			6	76	10 00
Sum.					320	00 00
1729	HAZARD ACCOUNT.					
July 25	By Wager's Account. Against Simeon Wilful.			9	6	00 00
Aug. 13	By Wager's Account. Against Mr. John Justice.			9	10	00 00
Sum.					16	00 00
1729	VOYAGE from BOURDEAUX in the SUCCESS of ABERDEEN.					
Sept. 6	By Wine. For 7 Hogsheads of Claret.			2	37	6 8

		DEBTOR.			l.	s.	d.
1729		HERMAN van RYMER of AMSTERDAM, ^{Packs.} my ACCOUNT of SHEEP-SKINS.					
Aug.	8	To Voyage to Amsterdam, &c. — — —	18	11	56	6	8
Oct.	8	To Profit and Loss. — — —	17		21	3	4
Sum.			18		77	10	00
1729		DANIEL STRATTON of ROCHEL, ^{my} ACCOUNT of GOODS. per SWAN of PETERHEAD.					
Aug.	10	To Voyage to Rochel. . . . For 8 Last of Salmons, 40 Barrels of Beef, and 240 Yards of Plaiden. . . . Total Charge. — — —	9		287	16	8
Oct.	8	To Profit and Loss. . . . Gained on the Salmons and Beef. — — —	17		100	19	4
Sum.					388	16	00
1729		VOYAGE from LISBON in the RED LYON of MONTROSE.					
Aug.	10	To Cornelius Mandole, my Account Current. . . . For 50 Barrels of Raisins. — — —	11		74	00	00
1729		HERMAN van RYMER of AMSTERDAM, ^{Guild.} my ACCOUNT CURRENT.					
Aug.	8	To Herman van Rymer, my Account of Sheep- Skins. At 22 d. per Guilder. — — —	436	⁴ / ₁₁	40	00	00
	15	To Herman van Rymer, my Account of Sheep- Skins. At 22 d. — — —	400		37	10	00
Sept.	25	To Daniel Stratton, my Account Current. . . At 22 d. — — —	458	² / ₁₁	42	00	00
Oct.	8	To Ballance. At 22 d. — — —	522	⁵ / ₁₁	47	19	3 ¹ / ₂
Sum.			1817		167	9	3 ¹ / ₂
1729		HERO MOY of AMSTERDAM, ^{Tea. Cards. Flax.} his ACCOUNT of GOODS. per ^{Pound. Dozen. Packs} LEOPARD of ABERDEEN.					
Aug.	16	To Cash. For Charges upon Receipt of	50	40	8	10	3 14 8
Sept.	6	To Cash. Paid more Charges.				13	4 14 8
		To Profit and Loss. For my Commission. — — —				8	12 00 00
	13	To Ditto, his Account Current. For neat Proceeds. — — —				13	43 10 8
Sum.			50	40	8		64 00 00

		CREDITOR			l.	s.	d.
1729	HERMAN van RYMER of AMSTERDAM, ^{Packs} my ACCOUNT of SHEEP-SKINS.						
Aug. 8	By Herman van Rymer, my Account Current. Sold. — — — —	10			40	00	00
15	By Herman van Rymer, my Account Current. Sold. — — — —	8			37	10	00
	Sum.	18			77	10	00
1729	DANIEL STRATTON of ROCHEL, ^{my} ACCOUNT of GOODS. per SWAN of PETER HEAD.						
Aug. 22	By Daniel Stratton, my Account of Sales. For 8 Laft of Salmons. — — — —	13			300	00	00
Sept. 18	By Daniel Stratton, my Account Current. For 40 Barrels of Beef. — — — —	15			79	16	00
Oct. 8	By Ballance. For 240 Yards of Plaiden. — — — —	17			9	00	00
	Sum.				388	16	00
1729	VOYAGE from LISBON in the RED LYON of MONTROSE.						
Aug. 24	By Profit and Loss. The Ship being caft away. — — — —	8			74	00	00
1729	HERMAN van RYMER of AMSTERDAM, ^{Guild.} my ACCOUNT CURRENT.						
Aug. 16	By Cash. For my Bill upon him. ... At 22 d $\frac{1}{4}$ per Guilder. — — — —	436	13		40	8	5
22	By Andrew Cochran. At 22 d. $\frac{1}{2}$ — — — —	400	3		37	10	00
Sept. 11	By Voyage form Amsterdam, &c. At 21 d. — — — —	981	16		85	16	9
Oct. 8	By Profit and Loss. — — — —		17		3	14	1 $\frac{1}{2}$
	Sum.	1817			167	9	3 $\frac{1}{2}$
1729	HERO MOY of AMSTERDAM, ^{Tea. Cards. Flax.} his ACCOUNT of GOODS. per ^{Pound. Dozen. Packs.} LEOPARD of ABERDEEN.						
Aug. 20	By Cash. For — — — —			8	13	32	00
23	By Peter Chapman. — — — — N.B. Sent by Order to London.		40		3	32	00
	Sum.	50	40	8		64	00

		DEBTOR.		l.	s.	d.
1729		CASH.				
		Transferred	from fol.	10	1503	17 9
Aug. 19	To	Wager's Account.		9	6	00 00
20	To	Hero Moy's Account of Goods, &c.		12	32	00 00
Sept. 2	To	Profit and Loss.		8	20	00 00
5	To	Charles Chareu, our Account of Exchange.		14	48	6 8
13	To	Peter Chapman.		5	32	00 00
15	To	Iron.		6	15	00 00
18	To	John Houston.		6	3	14 00
25	To	Daniel Stratton, my Account Current.		15	7	13 4
28	To	Benjamin Barclay, my Account with him.		15	25	00 00
Oct. 7	To	Accepted Bills due to me.		6	24	00 00
Sum.					1717, 11	9
1729		HERO MOY of AMSTERDAM,				
		his ACCOUNT CURRENT.				
Aug. 20	To	Cash. Remitted to him 208 $\frac{1}{3}$ Guilders,				
		at 23 d. per Guilder, is			20	00 00
Sept. 2	To	Cash. Paid for 4 Packs of Sheep-Skins,				
		for his Account.			14	15 00
	To	Profit and Loss. For my Commission.	8		15	00
28	To	Accepted Bills due by me. . . . To Robert Clark.	16		8	00 8
Sum.					43	10 8
1729		DANIEL STRATTON of ROCHEL, Crown				
		my ACCOUNT of SALES.				
Aug. 22	To	Daniel Stratton, my Account of Goods, &c. .				
	 At 4s. per Crown.	1500 12		300	00 00
1729		THOMAS DALZIEL.				
Oct. 8	To	Ballance.	17		24	00 00

		CASH.		CREDITOR.		l. s. d.	
1729		Transferred	from fol. 10	1079	18	6	½
Aug. 19	By Wager's Account.		9	10	00	00	
20	By Hero Moy's Account Current.			20	00	00	
	By Foreign Linnen.		7		15	00	
22	By Delivery Account of Buying.		8	10	00	00	
26	By Charles Chareu, our Account of Exchange.		14	93	6	8	
30	By Benjamin Barclay, my Account with him in Company.		15	20	00	00	
Sept. 2	By Hero Moy's Account Current.			14	15	00	
6	By Wine.		2		5	10	00
7	By Hero Moy's Account of Goods, &c.		12		4	14	8
	By Wine.		2		3	00	00
	By Christianus Marbach, his Account Current.		15		8	8	00
13	By Christianus Marbach, his Account Current.		15		6	00	00
	By Wager's Account.		9	10	00	00	
18	By Voyage from Amsterdam, &c.		16		5	00	00
Oct. 5	By Foreign Linnen And By Flax.		(7	16		4	12
7	By Profit and Loss.		8		5	00	00
8	By Ballance.		17	37	1	11	10 ½
Sum.				17	17	11	9
1729	HERO MOY of AMSTERDAM, his ACCOUNT CURRENT.						
Sept. 13	By Ditto, his Account of Goods. . . For neat Proceeds.		12	43	10	8	
1729	DANIEL STRATTON of ROCHEL, Crown my ACCOUNT of SALES.						
Sept. 13	By Daniel Stratton, my Account Current. The Debts being paid.		15	00	15	3	00
1729	THOMAS DALZIEL.						
Aug. 22	By Delivery Account of Buying. Payable at Martinmas next.		8	14	00	00	
29	By Ship Dragon of Aberdeen. Payable at Candlemas next.		15	1	00	00	
Sum.				24	00	00	

		DEBTOR.		l.	s.	d.
1729		DANIEL STRATTON of ROCHEL, <i>my ACCOUNT of WOOL.</i>				
Aug. 23	To Voyage to Bourdeaux, &c. 4 Packs.	—	10	55	9	6 $\frac{1}{2}$
1729		CHARLES CHAREU of BOUR- DEAUX, our ACCOUNT of EX- CHANGE in COMPANY.				
Aug. 26	To Cash. Remitted to him, at 56 d.	400		93	6	8
Sept. 18	To Accepted Bills due by me. Drawn on me, at 57 d.	300	16	71	5	00
Oct. 8	To His Account Current.	—		1	15	5
	To Profit and Loss.	—	17	1	15	5
	Sum.	700		168	2	6
1729		CHARLES CHAREU, his ACCOUNT CURRENT.				
Oct. 8	To Ballance.	—	17	1	15	5
1729		HOUSE in CASTLE-STREET.				
Aug. 26	To John Campbell.	—		300	15	00
Oct. 8	To Profit and Loss.	—	17	10	00	00
	Sum.			310	15	00
1729		JOHN CAMPBEL.				
Oct. 8	To Ballance.	—	17	300	15	00
1729		WILLIAM DAVIDSON.				
Aug. 26	To House in Castle-Street. For $\frac{1}{2}$ Years Rent payable at Martinmas next.	—		10	00	00
1729		HOUSE in BROAD-STREET.				
Aug. 29	To Profit and Loss.	—	8	200	00	00
	To Thomas Richman.	—	15	30	00	00
	Sum.			230	00	00

		CREDITOR.		l.	s.	d.
1729	DANIEL STRATTON of ROCHEL, my ACCOUNT of WOOL.					
Sept. 18	By Voyage from Rochel to Amsterdam. Shipped 4 Packs.	16	55	9	6	1/2
1729	CHARLES CHAREU of BOUR- DEAUX, our ACCOUNT of EX- CHANGE in COMPANY.					
Sept. 5	By Cash. Remitted to me at 58 d. —	200	13	48	6	8
7	By Thomas Richman. Drawn by me, at 57 d. —	500	15	119	15	10
Sum.		700	168	2	6	
1729	CHARLES CHAREU, his ACCOUNT CURRENT.					
Oct. 8	By Ditto, our Account of Exchange in Company.			1	15	5
1729	HOUSE in CASTLE-STREET.					
Aug. 26	By William Davidson. 1/2 Years Rent from Whitsunday Last.			1000	00	
Oct. 8	By Ballance.	17	300	15	00	
Sum.			310	15	00	
1729	JOHN CAMPBELL.					
Aug. 26	By House in Castle-Street. 300 l. payable 1 Year hence. 15 s. 1/4 of a Year hence.			300	15	00
1729	WILLIAM DAVIDSON					
Oct. 8	By Ballance.	17	1000	00		
1729	HOUSE in BROAD-STREET.					
Oct. 8	By Ballance.	17	2300	00	00	
A a		THOMAS				

		DEBTOR.			l. s. d.		
1729		THOMAS RICHMAN.					
Sept. 10	To Charles Chareu, our Account of Exchange in Company. Payable in 1 Month.			14	119	15	10
1729		SHIP the DRAGON of ABERDEEN, my $\frac{1}{2}$.					
Aug. 29	To Thomas Dalziel.			13	100	00	00
1729		BENJAMIN BARCLAY, my ACCOUNT with him in COMPANY. $\frac{1}{2}$					
Aug. 30	To Cash. Stocked with him.			13	20	00	00
Sept. 18	To Alexander Black. For Bill payable to Ditto Black.			6	10	00	00
Oct. 8	To Profit and Loss.			17	10	00	00
		Sum.			40	00	00
1729		ADAM BROWN.					
Sept. 2	To Profit and Loss. For the Remainder of his Sons Prentice Fee payable in 1 Year.			8	50	00	00
18	To Voyage from Amsterdam. For 100 lb of Coffee, payable in 6 Months.			16	60	00	00
		Sum.			110	00	00
1729		CHRISTIANUS MARBACH of ROTTERDAM, his ACCOUNT CURRENT.					
Sept. 7	To Andrew Cochran. For 200 Pair of Stockings.			3	50	00	00
	To Cash. For Part of 750 Yards of Plaiden, with Charges on the whole.			13	8	8	00
	To Thomas Richman. For the Rest of the Plaiden.				10	00	00
	To Profit and Loss. For my Commission.			8	4	00	00
13	To Cash. Paid at Shipping the above Goods.			13	6	00	00
		Sum.			78	8	00
1729		DANIEL STRATTON of ROCHEL, my ACCOUNT CURRENT.					
Sept. 10	To Ditto, my Account of Sales. At 4s.	1500	13	300	00	00	00
18	To Ditto, my Account of Goods. ... At 4s. 9d.	336	12	79	16	00	00
Oct. 8	To Profit and Loss.			17	48	19	2
		Sum.	1836	428	15	2	

		CREDITOR.		l.	s.	d.
1729		THOMAS RICHMAN.				
Aug. 29	By	House in Broad-Street.	14	30	00	00
Sept. 7	By	Christianus Marbach, his Account Current.		10	00	00
Oct. 8	By	Ballance.	17	79	15	10
		Sum.		119	15	10
1729		SHIP the DRAGON of ABERDEEN, my $\frac{1}{2}$.				
Oct. 8	By	Ballance.	17	100	00	00
1729		BENJAMIN BARCLAY, my ACCOUNT with him in COMPANY. $\frac{1}{2}$				
Sept. 28	By	Cash. } For clearing my Concerns with him.	13	25	00	00
	By	Iron. }	6	15	00	00
		Sum.		40	00	00
1729		ADAM BROWN.				
Oct. 8	By	Ballance.	17	110	00	00
1729		CHRISTIANUS MARBACH of ROTTERDAM, his ACCOUNT CURRENT.				
Oct. 5	By	Foreign Linnen. 4 Pieces of Holland.	7	20	00	00
	By	Flax. 4 Packs.	16	36	00	00
	By	Accepted Bills due to me. . . By G. Gordon.	6	22	800	
		Sum.		78	8	00
1729		DANIEL STRATTON of ROCHEL, my ACCOUNT CURRENT.				
Sept. 18	By	Voyage from Rochel to Amsterdam. For Charges upon my Wool shipped for Amsterdam.	6	16	1	8 6
25	By	Herman van Rymer, my Account Current. At 56 d.	180	12	42	00 00
	By	Broad Cloth. } For my Bill on him at 57 d. -	100	2	16	00 00
	By	Cash. }	13	7	13	4
Oct. 8	By	Ballance.	1550	17	361	13 4
		Sum.	1836	428	15	2

		DEBTOR.		l. s. d.	
1729		VOYAGE from AMSTERDAM in the			
		LAMB of ABERDEEN.			
Sept.	11	To Herman van Rymer, my Account Current.... For			
		100 lb of Coffee, and 74 lb of Cinnamon.	12	85	16 90
	18	To Cash..... Paid Charges and Duty upon Re-			
		ceipt of these Goods.	13	5	00 00
Oct.	8	To Profit and Loss.	17	22	30 31
		Sum.		103	00 00
1729		VOYAGE from ROCHEL to AMSTERDAM			
Sept.	18	To Daniel Stratton, my Account of Wool. 4 Packs.	14	55	9 6 1/2
		To Ditto, my Account Current.	15	8	6 1/2
		Sum.		56	18 00 1/2
1729		ACCEPTED BILLS due by me.			
Oct.	8	To Ballance..... N ^o . 1, 2.	17	79	5 8
		ADAM BROWN			
1729		FLAX.			
Sept.	18	To Voyage from Amsterdam, &c..... N ^o . 1.			
		18 Stone each Pack.	4	43	00 00
Oct.	5	To Christanus Markach, &c. N ^o . 2 18 Stone	15	36	00 00
		To Cash..... For Charges. 5 each Pack	13	2	19 00
		Sum.	8	81	19 00
1729		ACCOUNT of OUTSTANDING CHARGES.			
Oct.	8	To Ballance.	17	17	00 00
1729		PROFIT and LOSS.			
		Transferred from fol.	8	203	15 00
Oct.	8	To Tobacco.	2	92	1 00
		To Herman van Rymer, my Account Current.	12	3	14 1 1/2
		Transferred to fol.	17	239	10 1 1/2

		CREDITOR.		l. s. d.	
1729	VOYAGE from AMSTERDAM in the				
	LAMB of ABERDEEN.				
Sept. 18	By Flax. For 4 Packs.			43	00 00
	By Adam Brown. For 100 lb. of Coffee.	15		60	00 00
		Sum.		103	00 00
1729	VOYAGE from ROCHEL to AMSTERDAM.				
Oct. 8	By Ballance.	17		56	18 00 $\frac{1}{2}$
1729	ACCEPTED BILLS due by me.				
Sept. 18	1. By Charles Chareu, our Account of Exchange, &c.				
	... To Mr. Robert Blackwood, at single Usance.	14		71	5 00
28	2. By Hero Moy, his Account Current. . . . To Robert				
	Clark at single Usance.	13		8	00 8
		Sum.		79	5 8
1729	F L A X.		Packs.		
Oct. 8	By Ballance.	8	17	81	19 00
1729	ACCOUNT of OUTSTANDING CHARGES.				
Oct. 7	By Profit and Loss. Due to sundry Persons, per				
	Book of Expences of Trade and Living.	8		17	00 00
1729	P R O F I T and L O S S.				
	Transferred		from fol.	8	408 14 1
Oct. 8	By Wine.	2		36	10 00
	By Raisins.	2		12	7 8
	By Broad Cloth.	2		23	14 00
	By Paper.	4		15	4 00
	By Iron.	6		20	00 00
	By Foreign Linnen.	7		4	11 8
	By Figs.	8		14	2 00
	By Wager's Account.	9		16	00 00
	By Insurance Account.	10		67	00 00
		Transferred to fol	17	618	3 5

		DEBTOR.		l.	s.	d.
1729		PROFIT and LOSS.				
Oct.	8	Transferred	from fol.	16	239	10 1 1/2
		To Stock. Neat Gain since May the 1 st .		1	738	11 5 1/2
Sum.					978	1 7
1729		BALANCE.				
Oct.	8	To Cash.		13	371	11 10 1/2
		To Wine. 10 Hogheads of Claret, and 4 Hogheads of White.		2	113	16 8
		To Tobacco. 13 Hogheads.		2	144	19 00
		To Raisins. 10 Barrels.		2	15	10 00
		To Broad Cloth. 5 Pieces.		2	69	6 00
		To William Wallace.		3	53	5 00
		To Andrew Hunter.		3	102	11 5
		To Andrew Cochran.		3	37	10 00
		To Moveables, &c.		3	200	00 00
		To David Johnston.		4	57	4 00
		To Paper. 17 Bales.		4	65	4 00
		To John Paton.		5	45	00 00
		To Daniel Trader.		5	23	00 00
		To Accepted Bills due to me.		6	112	8 00
		To Iron. 400 Stone.		6	65	00 00
		To Foreign Linnen. 4 Pieces of Holland, 6 Pieces of Muslin.		7	145	18 00
		To Scotch Linnen. 750 Yards.		7	50	00 00
		To Delivery Account of Buying. . . . 100 Bolls of Wheat, &c.		8	150	00 00
		To Bottonree Account. By Laurance Lovemoney.		9	80	00 00
		To Wager's Account. Against Thomas Arrowsmith.		9	10	00 00
		To Daniel Stratton, my Account of Goods, &c. 240 Yards of Plaiden.		12	5	00 00
		To House in Castle-Street.		14	300	15 00
		To William Davidson.		14	10	00 00
		To House in Broad-Street.		14	230	00 00
		To Thomas Richman.		15	79	15 10
		To Ship Dragon of Aberdeen.		15	100	00 00
		To Adam Brown.		15	110	00 00
		To Daniel Stratton, my Account Current. 1550 Crowns.		15	361	13 4 1/2
		To Voyage from Rochel to Amsterdamm. 4 Packs of Wool.		16	56	18 00
		To Flax. 8 Packs.		16	81	19 00
Sum.					13256	5 2
						PROFIT

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	Alexander Black.	6		Corn. Mandole, my Acc. Curr.	11
	Jo. Blackwood, my Acc. Brandy.	14		Hero May's Acc. of Goods.	12
	Bottomree Account.	9		Acc. Current.	13
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	Benj. Barclay, my Acc. with him.	15	N		
	Adam Brown.	15	O	Outstanding Charges.	16
	Accepted Bills due by me.	16	P	John Paton.	5
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	of Selling.	9		Salmons.	7
	Thomas Dalziel.	13		Sheep-Skins.	10
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E F				my Acc. of Sales.	13
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				Ship Dragon.	15
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	John Houston.	6	Tobacco.		2
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	House in Castle-Street.	14		Daniel Trader.	5
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			Wine.		2
I	David Johnston.	4		William Wallace.	3
	Iron.	6		Wool.	10
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				to Rochel, &c.	9
				to Bourdeaux.	10
				from Lisbon.	12
				from Bourdeaux.	11
				from Rochel to Amsterdam.	16
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W A S T - B O O K.

Number 2.

Of me *A. M. Merchant in Aberdeen:*

From the Eighth of October, 1729.

In which the Debtors and Creditors are mark'd on the Margin; according to the Second Method of a Journal, explained near the End of Chap. 1. of the preceeding Treatise.

B b

INDEX to the LEGER, N^o. I.

		Fol.			Fol.
A	Brandy.	5	M	Moveables, &c.	3
	Accepted Bills due to me.	6		James Montgomery.	7
	Alexander Black.	6		Corn. Mandole, my Acc. Curr.	11
	Jo. Blackwood, my Acc. Brandy.	14		Hero May's Acc. of Goods.	12
	Bottonree Account.	9	N	Acc. Current.	13
	Jo. Blackwood, my Account Curr.	11		Gbr. Marbach, his Acc. Curr.	15
	Benj. Barclay, my Acc. with him.	15			
	Adam Brown.	15			
B	Accepted Bills due by me.	16	O	Outstanding Charges.	16
	Ballance.	17			
C	Cash.	2, 10, 13	P	John Paton.	5
	Broad Cloth.	2		Paper.	4
	Andrew Cochran.	3		Profit and Loss.	8, 16, 17
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	Ch. Chareu, our Acc. of Excha.	14	Q	Raisins.	2
	Ch. Chareu, his Acc. Current.	14		Her. van Rymer, my Acc. Skins.	12
	John Campbel.	14		my Acc. Current.	12
				Thomas Richman.	15
D	Delivery Account of Buying.	8	R	Stock.	1
	of Selling.	9		William Smith.	4
	Thomas Dalziel.	13		Salmons.	7
	William Davidson.	14		Sheep-Skins.	10
E			S	D. Stratton, my Acc. of Goods, &c.	12
				my Acc. of Sales.	13
				my Acc. of Wool.	14
				my Acc. Current.	15
F	Figs.	8	T	Ship Dragon.	15
	Flax.	16		Tobacco.	2
				James Trustwell.	4
				Danel Trader.	5
G			W	Wine.	2
				William Wallace.	3
				Wool.	10
				Wager's Account.	9
H	Andrew Hunter.	3	V	Voyage to London, &c.	9
	John Houston.	6		to Amsterdam, &c.	11
	Hazard Account.	11		to Rochel, &c.	9
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				from Bourdeaux.	11
				from Rochel to Amsterdam.	16
				from Amsterdam.	16
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	Iron.	6			
	Insurance Account.	10			
K					
L	Foreign Linnen.	7			
	Scotch Linnen.	7			

W A S T - B O O K.

Number 2.

Of me *A. M. Merchant in Aberdeen:*

From the Eighth of *October*, 1729.

In which the Debtors and Creditors are mark'd on the Margin; according to the Second Method of a Journal, explained near the End of Chap. 1. of the preceding Treatise.

B b

W A S T - B O O K, N^o. 2.

		Aberdeen October 8, 1729.		l.	s.	d.
Sundry Accounts, (viz. The fe- veral Subjects which make up my Estate) are Debtors to Stock.	1	Inventory of the Estate and Debts of me A. M. Merchant in Aberdeen, taken from the Bal- ance of the preceeding Leger, N ^o 1.				
	1	I have in Cash.		371	11	10½
	2	I have of Wine, 14 Hogsheads, viz.				
		Claret	N ^o Hds.	l.	s.	d.
		1	1	8	00	0
		2	7	45	16	8
		3	2	24	00	0
			10	77	16	8
		White	4 Hds.	36	00	0
			14	113	16	8
	2	I have of Tobacco, 13 Hogsheads, at 11 l. 3 s. is		113	16	8
	2	I have of Raisins, 5 Barrels, N ^o . 1. 8 l. also, 5 Barrels, N ^o . 2. 7 l. 10 s. Total Value.		144	19	00
	2	I have of Broad Cloth, 5 Pieces, viz.		15	10	00
		N ^o . Ps. Cont. Yds.	l.	s.		
		1 1 — 25 at 14 s. is.	17	10		
		2 1 — 30 16 s. 8 d.	25	00		
		3 1 — 18 12 s.	10	16		
		4 2 — 16 each.	10	16	00	
		5	69	06		
	2	I have of Iron, 400 Stone, N ^o . 1. 100 Stone 15 l. N ^o . 2. 300 Stone 50 l. — —		69	6	00
	2	I have of Linnen Cloth, viz.		65	00	00
			l.	s.		
		Holland, 4 Pieces, 30 Yards each.	21	13		
		Muslin, 6 Pieces 40 Yards each.	124	5		
		Scotch Linnen, 750 Yards	50	00		
			195	18		
	2	I have of Paper 17 Bales, viz. N ^o . 1. to 3. 12 l. N ^o . 2. to 14. 53 l. 4 s. Total.		195	18	00
	2	I have of Flax, 8 Packs, cont. 18 St. each. —		65	4	00
	3	I have 100 Bolls of Wheat, to be received of Thomas Dalziel, the 1st of November next.		81	19	00
			150	00	00	
		Transferred.	1273	4	6½	

Wast - Book. N^o. 2.

3

		l.	s.	d.
	Transferred. — — — — —	1273	4	6 ¹ / ₂
3	I have a House in <i>Castle-Street</i> , marked N ^o . 1.	300	15	00
	— Another in <i>Broad-Street</i> , N ^o . 2. —	230	00	00
3	I have $\frac{1}{2}$ of the Ship the <i>Dragon</i> of <i>Aberdeen</i> .	100	00	00
3	I have 240 Yards of <i>Plaiden</i> ; in the Hands of <i>Daniel Stratton</i> Factor at <i>Rochel</i> . —	9	00	00
3	I have on board the <i>Fortune</i> , upon her Voyage from <i>Rochel</i> to <i>Amsterdam</i> , 4 Packs of Wool.	56	18	00 ¹ / ₂
3	I have consigned in a Wager against <i>Thomas Arrowsmith</i> . — — — — —	1000	00	00
3	I have of <i>Moveables</i> , per particular <i>Inventory</i> .	200	00	00
	There is due to me by the following Persons, viz.			
3	By <i>William Wallace</i> . — — — — —	53	5	00
4	<i>Andrew Hunter</i> ; upon Bond, Principal and Interest. — — — — —	102	11	5
4	<i>Andrew Cochran</i> . — — — — —	37	10	00
4	<i>David Johnston</i> . — — — — —	57	4	00
4	<i>John Paton</i> . — — — — —	49	0	00
4	<i>Daniel Trader</i> . — — — — —	23	00	00
4	<i>William Davidson</i> . — — — — —	1000	00	00
4	<i>Thomas Rickman</i> . — — — — —	79	15	10
5	<i>Adam Brown</i> . — — — — —	1100	00	00
5	<i>Daniel Stratton</i> of <i>Rochel</i> , 1550 Crowns. —	361	13	4
5	<i>Laurance Lovemoney</i> , upon Bottomree of his Ship, the <i>Faulcon</i> , upon her Voyage to <i>Genoa</i> . — — — — —	8000	00	00
	{ <i>George Gordon</i> , payable the 5th of December. — — — — —	22	8	00
5	{ <i>Jeremy Thompson</i> , 16 Oct. — — — — —	9000	00	00
	By Accepted Bills.			
	Sum.	3256	5	2
	I owe the following Debts, viz.			
5	To <i>Alexander Black</i> . — — — — —	22	7	4
5	<i>Herman van Rymer</i> of <i>Amsterdam</i> 522 ¹ / ₇ Guilders. — — — — —	47	19	3 ¹ / ₂
5	<i>Thomas Dalziel</i> . — — — — —	240	00	00
6	<i>Charles Chareu</i> of <i>Bordeaux</i> , for his Account Current. — — — — —	115	5	
6	<i>John Campbel</i> . — — — — —	300	15	00
	{ <i>Robert Blackwood</i> , payable the 18th of Oct. — — — — —	71	5	00
5	{ <i>Robert Clark</i> , 28 Oct. — — — — —	800	8	
	By Accepted Bills.			
6	Sundry Persons, per Book of Charges. — — — — —	1700	00	00
	Sum	709	2	8 ¹ / ₂

Stock is Debtor to Sundry Accounts, (viz. To the Persons to whom I owe).

Wast - Book. N^o. 2.

		l.	s.	d.	Oct. 10.		l.	s.	d.
2	Wine. — —	70	00	00	Sold for Ready Money,				
2	Crs. { Raisins. — —	19	00	00	7 Hogheads of Claret,				
2	Iron. — —	80	00	00	N ^o . 2. at 10 l. per Hogs-	1.			
					head, is — —	70			
1	Dr. Cash. — —	169	00	00	Also, 10 Barrels of				
					Raisins, at 1 l. 18 s.				
					per Barrel, is — —	19			
					Also, 400 Stone of Iron.	80			
						169	169	00	00
5	Dr. { H. v. Rymer,				I have advice from Her-				
	my Acc. Curr.	70	00	00	man van Rymer of Amster-				
3	Cr. Voyage from Ro-				dam, that he has received				
	chel.				from on Board the Fortune,				
					my 4 Packs of Wool shipped				
					at Rochel; and that he has				
					fold the same for Ready				
					Money: The neat Proceeds				
					of which Amount to 800				
					Guilders, which at the present				
					Rate of Exchange at 1 s. 9 d. is		70	00	00
						12			
5	{ Accepted Bills.	90	00	00	Received Payment of the				
4	Crs. { Daniel Trader.	23	00	00	following Debts, in Cash, viz.				
4	{ Dav. Johnston.	57	4	00	l. s.				
					Of Mr. Jeremy				
1	Dr. Cash. — —	170	4	00	Thompson. — —	90	0		
					Daniel Trader. — —	23	0		
					David Johnston. — —	57	4		
						170	4	170	4 00
						16			
6	{ C. Ch. bis Acc.				Remitted to Charles Chareu				
	Current. --	1	15	5	of Bourdeaux, 200 Crowns,				
6	Drs. { Ditto our Acc				at 57 d. in my own Bill on				
	of Exchan.	45	14	7	Daniel Stratton, Factor at				
5	{ D. Stratton,				Rochel, payable at single				
	Cr. { my Account				Usance. — —			47	10 00
	Current. --	47	10	00					
					N. B.				

Wast - Book. No. 2.

5

		l.	s.	d.		l.	s.	d.
					N. B. 1 l. 15 s. 5 d. or 7 ⁶ / ₁₂ Crowns, is for Payment of what I owed him of Gain upon the last Account of Exchange. And 45 l. 14 s. 7 d. or 192 ¹¹ / ₁₂ Crowns, is for a new Account of Exchange.			
3	Crs. { An. Cochran.	37	10	00	I have entered into an Equal Partnership with Mr. Andrew Cochran, for an Inland Trade ; to be under his Direction and Management. In pursuance whereof he is to Employ 37 l. 10 s. which he owes me per Account. And I have given him 2 l. 10 s. more which makes in all 40 l. for my Stock; to be laid out in such Goods as he shall think best.	40	00	00
5	{ Cash. — —	2	10	00				
4	Dr. { An. Cochran, my Account with him in Company. -	40	00	00				
3	Crs. { Dan. Stratton, my Account of Plaiden.	11	17	6	Received advice from Daniel Stratton of Rochel, that he hath sold my 240 Yards of Plaiden, for ready Money. Neat Proceeds 50 Crowns ; which at 57 d. is 11 l. 17 s. 6 d. And for Payment of this, and what more he owed me, he has remitted 535 Crowns, at 57 d. is 127 l. 1 s. 3 d. in Bills of Pierre Fontaine, on Mr. Thomas Richman, at 24 days sight. Accepted. —	127	1	3
5	{ Ditto, my Acc. Current.	115	3	9	18			
4	Dr. Tho. Richman.	127	1	3	I have paid to several Persons, to whom I owed for Household Expences ; as marked in the Book of Expences.	15	00	00
6	Dr. { Outstanding Charges.							
1	Cr. Cash. — —	15	00	00	Drawn	15	00	00

		l. s. d.			Oct. 18			l. s. d.		
1	Dr. Cash. — —				Drawn upon <i>Herman van Rymer</i> for my Account 277 Guilders; for Payment of 277 ² / ₁₇ Guilders, at 1 s. 10 d. is 25 l. 7 s. 10 d. payable to <i>Alexander Drummond</i> , or order, at 10 days sight; which he has paid me in Cash. —					
5	Cr. { <i>Herman van Rymer</i> , my Acc. Curr.	25	7	10						
<hr/>										
6	Dr. { <i>Hero Moy's</i> Account of Spices. —				19 This day received from on board the <i>Leopard</i> of <i>Aberdeen</i> ; the following Goods consigned to me by <i>Hero Moy</i> of <i>Amsterdam</i> , to sell for his Account. Received. <i>Mace</i> 10 } Paid Barrels. <i>Gloves</i> 8 } Charges. Barrels.					
1	Cr. Cash. — —	2	6	00						
<hr/>										
6	Drs. { <i>Wheat.</i> —	118	00	00	21 <i>Thomas Dalziel</i> has this day delivered me 80 Bolls of Wheat; which I accept in full of our Bargain for 100 Bolls; The 80 Bolls at the Price formerly charged, viz. 1 l. 10 s. is 120 l; whereof was formerly advanced 10 l. and I have cleared the Remainder, thus.					
5	Cr. { <i>Tho. Dalziel.</i>	32	00	00						
3	Cr. { <i>Delivery Account, &c.</i>	150	00	00						
<hr/>										
5	Dr. <i>Tho. Dalziel.</i>	108	00	00	l. Paid in Cash. — 108 He has discounted me. — — 2 — 110 The 20 Bolls not delivered. — 30 — 140 — 140 00 00 <i>Daniel</i>					
1	Cr. Cash. — —									

Wast - Book. N^o. 2.

7

		l.	s.	d.	Oct. 21.		l.	s.	d.
2	Dr.	{	Broad Cloth,			Daniel Trader and I have			
			Ec. —	69 6 00		agreed to Trade in Company ;			
1	Crs.	{	Cash. —	141 18 00		He for $\frac{1}{3}$ and I $\frac{2}{3}$; to be un-			
7			D. T's Acc. in			der my Direction and Ma-			
			Company. —	105 12 00		nagement, being allowed 3			
7	Dr.	{	Broad Cloth in			per Cent. Commission. For his			
			Company. —	316 16 00		Share, he has delivered me 8			
						Pieces of Broad Cloth, worth			
						105 l. 12 s. For my Share I			
						put in 5 Pieces, which I have			
						had some time, worth 69 l.			
						And 9 Pieces now bought for			
						Ready Money 141 l. 18 s.			
						Total Stock. — — —	316	16	00
					22				
1	Dr.	{	Cash. —	24 00 00		Sold for the Account			
4			D. Johnston. —	18 00 00		of Hero Moy of Amster-			
6	Cr.	{	H. Moy's Acc.			dam, 6 Barrels of Mace,			
			of Spices. —	42 00 00		at 4 l. per Barrel, for	l.		
						Ready Money. — — —	24		
						Also to David John-			
						ston, 4 Barrels of Cloves,			
						at 4 l. 10 s. payable in			
						3 Months, is — — —	18		
							42		
							42	00	00
7	Dr.	{	Goods in Com-			David Johnston, Alexander			
			pany. —	54 00 00		Black and I, have entered into			
1			Cash. —	6 00 00		Partnership, each for $\frac{1}{3}$; to			
7	Cr.	{	D. J's Acc.			be under my Direction ; for			
			in Company. —	60 00 00		which I am allowed Com-			
						mission.			
5	Dr.	{	A. B's parti-			In pursuance of this			
			cular Acc. —	22 7 4		Contract, I have received			
1			Cash. —	37 12 8		of David Johnston 6			
7	Cr.	{	A. B's Acc.			Hogsheads of Claret,			
			in Company. —	60 00 00		value 54 l. and in Cash	l.		
						6 l. Sum. — — —	60		
						Of Alexander Black			
						37 l. 12 s. 8 d. And be-			
						ing in his Debt 22 l.			
						7 s. 4 d. I am to lay out			
						that for him. Sum. —	60		
							120		
							120	00	00
						For my Share I am to			
						lay out — — —	60		

			l.	s.	d.	Off. 23.	l.	s.	d.
7	Cr.	{ Broad Cloth in Company.	160	00	00	Sold for the Account of Daniel Trader and me, 10 Pieces of Broad Cloth for Ready Money. — — —	160	00	00
1	Dr.	Cash. — —							
7	Dr.	{ Goods in Com- pany. — —	126	00	00	Bought for the Account of David Johnston and Company, 40 Packs of Sheep-Skins; which with Charges, paid all in Ready Money, is 126 l. Equal to the Money received by me from the Partners, and my own Share. — — —	126	00	00
1	Cr.	Cash. — —							
4	Dr.	W. Davidson.	48	00	00	I have sold for the Account of David Johnston and Com- pany, 4 Hogsheads of Claret, at 12 l. per Hoghead, to William Davidson, payable in 4 Months. — — —	48	00	00
7	Cr.	{ Goods in Com- pany. — —							
1	Drs.	{ Cash. — —	118	15	00	Sold for Account of Daniel Trader and me, to Mr. Ro- bert Blackwood, 12 Pieces of Broad Cloth, value 190 l. whereof received in Cash 118 l. 15 s. The Remainder I owe him upon Account of Accepted Bills, and make good to my Partner. — — —	118	15	00
5		{ Accepted Bills	71	5	00				
7	Cr.	{ Broad Cloth in Company.	190	00	00				
	Crs.	{ Cash. — —	1	10	00	All the Broad Cloth in Company with Daniel Trader being disposed of; I find due to me for Petty Charges paid 1 l. 10 s. and for Com- mission 8 l. 16 s. Total. —	1	10	00
		{ D. T's Acc. in Company. —	7	12	8				
		{ Profit and Loss	24	1	4				
	Dr.	{ Broad Cloth in Company.	33	4	00	There is gained on the Account. — — —	33	4	00
	Dr.	{ D. T's Acc. in Company. —	113	4	8	Paid Daniel Trader, $\frac{1}{3}$ of the neat Product in Cash. —	113	4	8
	Cr.	Cash. — —							
						The			

9

[illegible]

Wast - Book. N^o. 2.

[illegible]

Wast - Book. N^o. 2.

11

		l.	s.	d.		Nov. 4.	l.	s.	d.
4	{ A. C's parti-					Mr. Andrew Cochran has			
	cular Acc.	30	00	00		Drawn upon me 60l; the			
6	Drs. { My Acc. with					Total Value of certain Goods,			
	him in Com-					bought by him for our Ac-			
	pany. —	30	00	00		count in Company: Which I			
						have paid in Cash. — —	60	00	00
1	Cr. Cash. — —	60	00	00					
4	{ D. T's parti-					5.			
	cular Acc.	13	13	4		Sold for the Account of			
7	Drs. { His Acc. in					Daniel Trader and me 100			
	Company. —	6	6	8		Yards of Linnen, at 4 s. for			
8	Cr. { Linnen in					which I have received a Bill			
	Company.	20	00	00		on Ditto Trader, payable on	20	00	00
						demand. — — —			
8	Dr. { Linnen in								
	Company.	35	00	00		Brought for the Account of			
4	Cr. An. Hunter. —					Daniel Trader and me, 200			
4	Dr. { D. T's parti-					Yards of Linnen, at 3 s. 6 d.			
	cular Acc.	11	13	4		from Andrew Hunter, pay-	35	00	00
7	Cr. { His Acc. in					able in 20 days. — — —			
	Company. —								
7	{ Goods in Com-					8.			
	pany. —	120	00	00		Shipp'd on Board the			
1	Cr. { Cash. — —					Speedwell, for Amsterdam;			
		22	14	00		configned to Hero Moy; for			
8	Dr. Voyage, &c. —	142	14	00		Account of David Johnston			
						and Company; 20 Packs of			
						Wool; and have paid Charges			
						and Insuranc, viz.			
4.5	{ Each Part-					l. s.			
	ner's parti-					20 Packs of Wool,			
	cular Acc.	7	11	4		worth. — —	120	00	
7	Cr. { Their Accounts					Charges paid in			
	in Company.					Cash. — —	2	14	
						Insuranc made on			
						the whole, in			
						the Hands of			
						John Thompson.			
						Præmium at 10			
						per Cent. paid. —	12	00	
						Freight advanced.	8	00	
							142	14	
							142	14	00

C c 2

Sold

		l.	s.	d.	Nov. 8.	l.	s.	d.
1	Dr. Cash. — —				Sold for Account of David Johnston and Company, 20 Packs of Sheep-Skins, at 4l. 5s. per Pack; for ready Money. — — —			
7	Cr. { Goods in Company. —	85	00	00		85	00	00
<hr/>								
7	Drs. { D. F's Acc. in Company.	28	6	8	Paid to David Johnston, and Alexander Black, for their Accounts in Company, in Cash, to each 28l. 6s. 8d. Total. — — —	56	13	4
7		A. B's Acc. in Company.	28	6				
1	Cr. Cash. — —	56	13	4				
<hr/>								
4	Dr. W. Davidson. —	27	00	00	Sold for Account of David Johnston, and Company, 2 Hogsheads of Wine, to William Davidson, payable the 26th of April next. — —	27	00	00
7	Cr. { Goods in Company. —							
<hr/>								
6	Dr. { C. Chareu, our Account of Exchange in Company.	46	13	4	Remitted to Charles Chareu of Bourdeaux, for our Account of Exchange, 200 Crowns, at 56d; in Bills of A. G. on F. F. which I have paid in Cash, is	46	13	4
1								
<hr/>								
3	Dr. W. Wallace. —	37	10	00	Sold for Account of Daniel Trader and me, 300 Yards of Linnen, at 3s. 10d. to William Wallace, payable on demand, is — — —	37	10	00
8	Cr. { Linnen in Company. —							
<hr/>								
1	Dr. Cash. — —	35	6	3	Received Payment of the Bill remitted by Charles Chareu, on David Lifet. —	35	6	3
	Cr. Accepted Bills.							
<hr/>								
1	Dr. Cash. — —	100	00	00	Sold for ready Money, 8 Packs of Flax. — — —	100	00	00
2	Cr. Flax. — —							
<hr/>								
1	Dr. Cash. — —	2	11	5	Received of Andrew Hunter, the Interest due on his Bond at Martinmas. — — —	2	11	5
4	Cr. An. Hunter. —							
<hr/>								
						Sold		

			Nov. 19.					
			l.	s.	d.			
			Sold for Account of David Johnston, and Company; 10 Packs of Sheep-Skins, at 4l. 10s. per Pack: For which I have got an Assignment on Alexander Black, payable on demand, is — — —			45 00 00		
5	Drs.	A. B's particular Acc.	30	00	00	Alexander Black has Accepted the Assignment, and taken a Receipt for his —		
7		His Acc. in Company. —	15	00	00	Promising to pay the Rest in a few Days. — — —		
7	Cr.	Goods in Company. —	45	00	00	20.		
1	Dr.	Cash. — —	50	00	00	James Ballantine, and I have entered into an equal Partnership; to be under my Direction; at 2½ per Cent. Commission: In pursuance of which he has given me 50l. to be laid out (with as much of mine) upon such Goods as are fit for London. — —		
9	Cr.	J. B's Acc. in Company.				50 00 00		
			22.					
1	Drs.	Cash. — —	17	10	00	Received of David Johnston, Payment of what he owed for Hero Moy's Account of Goods, viz.		
6		H. Moy's Acc. of Spices. —	10	00	00	l. s.		
4	Cr.	D. Johnston. —	18	00	00	In Cash. — — 17 10		
						Abated for 2 Months advance. 10		
						18 00		
						18 00 00		
8	Dr.	H. Moy's Acc. Current. —	15	4	00	Remitted to Hero Moy for his Account, 15l. 4s. which at 23d. per Guilder, is 177½ Guilders in the Bill of Andrew Cochran, on J. R. payable on Sight. Paid me in Cash. —		
1		Cr.	Cash. — —				15 4 00	
						Paid		

		l. s. d.			Nov. 23.			l. s. d.		
6	Dr. Jo. Campbell. -	300	15	00	Paid in Cash to Mr. John Campbell, the Price of my House in Castle-Street, bought of him ; together with the 1 st Quarter of the Annuity due to his Mother. Total. -			300	15	00
1	Cr. Cash. — —									
4	Crs. { W. Davidson.	10	00	00	I have bought off the Annuity upon my House in Castle-Street for 50 l. whereof					
1	{ Cash. — —	40	00	00	l.					
3	Dr. Acc. of Houses.	50	00	00	Paid in Cash. — — 40					
					By an Assignment on William Davidson. - 10					
					50			50	00	00
					25.					
2	Crs. { Linnen Cloth.	50	00	00	This Day shipped for London on Board the Success. C. D. Master : Consigned to John Blackwood, to sell for my Account ; 750 Yards l. s.					
1	{ Cash. — —	1	15	00	of Linnen, Value. -- 50 00					
9	Dr. Voyage, &c. --	51	15	00	Paid Charges, at Shipping. — 1 15					
					51 15			51	15	00
					28.					
9	Dr. { H. Moy, our	208	00	00	Received advice from Hero Moy of Amsterdam ; that he has received from on Board the Speedwell ; 20 Packs of Wool, shipped for the Account of David Johnston and Company ; Also that he has sold the same for Ready Money, neat Proceeds 2496 Guilders ; which at 20 d. is — —					
8	Cr. Voyage, &c. —				Bought					
								208	00	00

Wast - Book. N^o. 2.

15

		l.	s.	d.	Decem. 2.	l.	s.	d.
1	Cash. — —	133	10	00	Bought with Ready Money			
9	Cr. { J. B's Acc. in				for the Account of James			
3	Company. —	15	00	00	Ballantine, and me, each $\frac{1}{2}$;			
	Ship the Dra-	15	00	00	the following Goods; which			
	gon. —				I have also this Day shipped			
9	Dr. Voyage, &c. —	163	10	00	on Board our Ship the Dragon			
9	Dr. { J. B's parti-				(whereof belongs to him $\frac{1}{3}$,			
9	cular Acc.	16	5	00	and to me $\frac{2}{3}$) for London,			
	Cr. { His Acc. in				consigned to John Blackwood.			
	Company. —							
					Coarse Linnen 1000			
					Yards. — — 50 00			
					Brandy, 5 Hogs-			
					heads. — — 80 00			
					Charges Paid. — 3 10			
					133 10	133	10	00
3	Dr. { Ship the Dra-	12	00	00	I have advanced for the			
9	gon. —				Ship's Out-set and Men's			
	J. B's parti-	8	00	00	Wages. — — — —	20	00	00
	cular Acc.							
9	Cr. Cash. — —	20	00	00	Observe. Because we are			
9	Dr. { J. B's parti-				Equal in the Trade, but un-			
3	Cr. { Ship the Dra-	3	00	00	equal in the Ship; we have			
	gon. —				agreed to make the Freight of			
					this Voyage 30 l. — —	30	00	00
					Observe also. That I keep			
					Accounts only for my Partner's			
					Share of the Trade; but not			
					for his Share of the Ship.			
					And keep separate Accounts			
					for my own Share of the Ship;			
					so as I may know my Gain or			
					Loss by the Ship, and by the			
					Trade separately; which be-			
					ing considered will explain			
					the Reason of the Debtors and			
					Creditors, to which the Last			
					two Articles are placed.			
					Remitted			

		l.	s.	d.	Decem. 5.	l.	s.	d.
1	Dr. Cash. — —				Remitted to me by Charles			
6	Cr. { C. Chareu, our	32	13	4	Chareu of Bourdeaux, for our			
	Account of				Account of Exchange, 140			
	Exchange.				Crowns, at 57½ d. in the Bills			
					of J. L. on Archibald Stuart,			
					payable on Sight, which I			
					have received. — — —	32	13	4
					9.			
4	{ A. C's Parti-				Received of Mr. Andrew			
	cular Acc.-	30	00	00	Cochran 70 l. viz. 30 l. which			
6	Crs. { My Account				I formerly paid for him; and			
	with him				40 l. for my Share of the Sales			
	in Company.	40	00	00	of certain Goods in Company			
					betwixt us; under his Ma-			
1	Dr. Cash. — —	70	00	00	agement. — — —	70	00	00
1	{ Cash. — —	73	00	00	Received Payment of Wil-			
9	Drs. { Profit and Loss				liam Davidson, what he owed			
	in Company.	2	00	00	for Goods in Company, with			
4	Cr. W. Davidson. -	75	00	00	David Johnston, viz.			
					In Cash. — — —	73		
					Abated him for Ad-			
					vance. — — —	2		
						75		
						75	00	00
					16			
7	{ D. T's Acc.				Bought for Account of			
	in Company	20	16	8	Daniel Trader, and me, 500			
4	Crs. { His Particu-				Yards of Linnen, at 2s. 6d.			
	lar Account	41	13	4	per Yard of D. K. for which			
					I have drawn on Daniel			
8	Dr. { Linnen in				Trader, payable on demand.	62	10	00
	Company.	62	10	00				
					20.			
7	{ D. T's Acc.				David Johnston has recei-			
	in Company.	15	00	00	ved of Alexander Black, 15 l.			
5	Cr. { A. B's Parti-				his Share of a Sale of the			
	cular Acc.				Company's Goods, owing by			
					Ditto Black upon Bill. —	15	00	00
					Assigned			

Wast-Book. N^o. 2.

17

			l.	s.	d.	Decem. 22.	l.	s.	d.
7	Dr.	{ D. T's Acc. in Company.				Assigned to Daniel Trader, for Account of his Concerns with me, on William Wallace for 19 l. 3 s. 4 d. His $\frac{1}{3}$ of the Debt owing by Ditto Wallace.			
3	Cr.	W. Wallace. --	19	3	4		19	3	4
<hr/>									
1	Dr.	Cash. --				24.			
9	Cr.	{ H. Moy, our Acc. Curr.	212	00	00	Drawn upon Hero Moy for the Account of David John- ston and Company, 2496 Guil- ders, payable to A. M. or order, at 10 days Sight, for which I have received in Cash. -- -- --	212	00	00
<hr/>									
3	Dr.	W. Wallace. --				25.			
1	Cr.	Cash. --	80	00	00				
4:5	{ Each Part- ner's parti- cular Acc. By his Acc. in Company.					Paid William Wallace for the Account of David John- ston and Company, out of the Company's Money. -- --	80	00	00
7	Crs.		26	13	4				
<hr/>									
9	Dr.	{ J. B. our Acc. Current. --				I have advice from John Blackwood of London, that he has received from on Board the Success, the Linnen and Brandy shipped for Account of James Ballantine, and me; and that he has sold the same for Ready Money. Neat Pro- ceeds per Account. -- --			
9	Cr.	Voyage, &c. --	200	00	00		200	00	00
<hr/>									
9	{ J. B. our Acc. Current. --		80	00	00	Drawn on John Blackwood of London, for the Account of James Ballantine, and me, 80 l. payable to A. D. or order, upon Sight. For which I have received in Cash. -- -- --	82	10	00
9	{ J. B's Acc. in Company.		1	5	00				
8	{ Profit and Loss		1	5	00				
1	Dr.	Cash. --	82	10	00	26.			
<hr/>									
1	Dr.	Cash. --				Sold for Ready Money 4 Hogsheads of White Wine, at 10 l. per Hogshead, is --	40	00	00
2	Cr.	Wine. --	40	00	00	D d Received			

		l.	s.	d.	Decem. 26.	l.	s.	d.
1	Dr. Cash. — —	22	8	00	Received Payment of the			
5	Cr. Accepted Bills.				Bill on George Gordon, in			
					Cash. — — —	22	8	00
6	Drs. { Outstanding				Paid to J. S. the $\frac{1}{2}$ Years			
	Charges.	2	00	00	Cellar Rent; charged in the			
1	Cr. Cash. — —				last General Ballance. — —	2	00	00
8	Dr. Profit and Loss.	20	00	00	Paid of Household Expences			
1	Cr. Cash. — —				since last Ballancing. — —	20	00	00
					28.			
8	Crs. { Profit and Loss	13	6	00	This day David Johnston,			
1	Cash. — —	3	00	00	Alexander Black, and I, have			
9	Dr. { Profit and Loss	16	6	00	ballanced our Accounts; the			
	in Company.				State of which is thus, viz.			
7	{ Goods in Com-	65	00	00	After charging 3l. due to			
8	Drs. { Voyage to Am-	65	6	00	me for petty Charges, (not			
9	H. Moy, our	4	00	00	yet stated) and 13l. 6s. for			
9	Cr. { Profit and Loss	134	6	00	my Commission, which is in	16	6	00
	in Company.				all.			
7	{ D. J's Acc.	38	13	4	I find the following Arti-			
7	Crs. { A. B's Acc.	38	13	4	cles of Gain.			
8	{ Profit and Loss	38	13	4	Upon the Account			
9	Dr. { Profit and Loss	116	00	00	of Goods (which			
	in Company.				are all dispos'd of) l. s.			
					there is — — 65 0			
					Upon the Voyage to			
					Amsterdam. — 65 6			
					Upon Hero Moy our			
					Account Current			
					(by Exchange). 4 0			
					134 6	134	6	00
					The Ballance of the Ac-			
					count of Profit and Loss in			
					Company, is — — —	116	00	00
					I			

Wast Book, N^o. 2.

19

			Decem. 28.					
		l. s. d.				l. s. d.		
1	Cash. — —	55 6 8	I have cleared with the					
4	Crs. { D. J's parti-		aforesaid Partners, and Pay-					
	cular Acc.	7 11 4	ment of their Ready Money					
7	Dr. { D. J's Acc.		in my Hands, thus,					
	in Company.	62 18 00						
			l. s. d.					
			To David John-					
			ston in Cash. —			55 6 8		
			He owes me by					
			his Particular					
			Account. —			7 11 4		
			Sum. 62 18 0			62 18 00		
1	Cash. — —	40 6 8	To Alex. Black,					
5	Crs. { A. B's parti-		in Cash. —			40 6 8		
	cular Acc.	22 11 4	He owes me by					
7	Dr. { A. B's Acc.		his particular					
	in Company.	62 18 00	Account. —			22 11 4		
			Sum. 62 18 0			62 18 00		
			30.					
1	Cash. — —	1 10 00	There is due to me upon					
7	Crs. { D. T's Acc.		the Account of Limen in					
	in Company.	2 19 8	Company with Daniel Trader,					
8	{ Profit and Loss	13 00 4	viz.					
8	Dr. { Limen in		l. s.					
	Company.	17 10 00	Of Petty Charges. —			1 10		
			My Commission. —			7 1		
						8 11	8 11 00	
			The Neat Gain upon what					
			is Sold. —			8 19 00		
8	{ Profit and Loss	19 18 4	There is due to me, by the					
9	Crs. { J. B's Acc.		Account with James Ballan-					
	in Company.	16 11 8	tine, for Commission. —			3 6 8		
9	Dr. Voyage, &c. —	36 10 00	After this, the Neat Gain					
			on the Voyage to London, is --			33 3 4		
			D d 2			Having		

Wast - Book. N^o. 2.

Having closed and ballanced the Leger of
this Wast-Book: The State of the Account of
Ballance is, Thus, viz

		l.	s.	d.
9	Dr. Ballance for	2984	17	11 $\frac{1}{2}$
1	Crs. Cash.	491	13	8 $\frac{1}{2}$
2	Wine. 3 Hogsheds of Claret.	32	00	00
2	Tobacco. 13 Hogsheds.	144	19	00
2	Linnen Cloth. . . . 4 Pieces of Holland; and 6 Pieces of Muslin.	145	18	00
2	Paper. 17 Bales.	65	4	00
3	Account of Houses. . . . N ^o . 1, 2.	580	15	00
3	Ship the Dragon.	100	00	00
3	Moveables.	200	00	00
3	William Wallace.	91	11	8
4	Andrew Hunter.	100	00	00
4	John Paton.	49	00	00
4	Daniel Trader.	313	4	
4	Thomas Richman.	206	17	3
5	Adam Brown.	110	00	00
5	Daniel Stratton, my Account Current.	194	12	6
6	Charles Charew, his Account Current.	23	13	8
6	Andrew Cochran, my Account with him in Company.	30	00	00
6	Wheat. 80 Bolls.	118	00	00
9	Linnen in Company with Daniel Trader.	97	10	00
9	Voyage to London. 750 Yards of Linnen.	51	15	00
9	James Ballantin's particular Account.	27	15	00
9	John Blackwood, our Account Current for Company with David Johnston, &c.	120	00	00
9	Cr. Ballance.	2984	17	11 $\frac{1}{2}$
4	Drs. Andrew Hunter.	35	00	00
5	Thomas Dalziel.	100	00	00
5	Accepted Bills.	8	00	8
7	Daniel Trader's Account in Company.	29	19	8
9	James Ballantin's Account in Company.	99	11	8 $\frac{1}{2}$
1	Stock (my present free Estate)	2712	5	11
	Leger-			



L E G E R. N^o. 2.

Of me *A. M. Merchant in Aberdeen :*

From the Eighth of October, 1729.

Observe. In this Leger : *When an Account is Debtor to, or Creditor by one Other, the two Numbers Written after the Name of that Other, are, the First for the Number of that Account (all the Accounts being numbered in Order, from the Beginning); and the Other for the Folio where it Stands. And where an Account is Debtor to, or Creditor by Sundry, there you'll find the Letters N^o. and after it the Numbers of the Accounts : Then the Letters Fol. and after it the Numbers of the Folios where these Accounts stand ; in Order, as the Numbers of the Accounts are taken.*



LEGER, N^o. 2.

		DEBTOR.		l.	s.	d.
I. STOCK.						
1729	8	To Sundry Accounts.		709	2	8 $\frac{1}{2}$
Oct.	8	To Sundry Accounts.		2712	5	11 $\frac{1}{2}$
Dec.	30	To Balance. (56, 9) For my present free Estate.				
Sum.				3421	8	8
2. CASH.						
1729	8	To Stock.		371	11	10 $\frac{1}{2}$
Oct.	8	To Stock.		169	00	00
10		To Sundry Accounts. (N ^o . 3, 5, 7. all in Fol. 2) --		170	4	00
12		To Sundry Accounts. (N ^o . 29, 23, 21. Fol. 5, 4, 4)		25	7	10
18		To Herman van Rymen, my Account Current. . . . (31, 5)		24	00	00
22		To Hero Moy's Account of Spices. (38, 6.)		43	12	8
		To Sundry Accounts. (N ^o . 43, 44. Fol. 7)		160	00	00
23		To Broad Cloth in Company, &c. (40, 7)		118	15	00
26		To Broad Cloth in Company, &c.		56	00	00
28		To Bottomree Account. (28, 5)		85	00	00
Nov.	8	To Goods in Company with D. J. &c. (42, 7)		35	6	3
15		To Accepted Bills. (29, 5)		21	1	5
		To Andrew Hunter. (19, 4)		100	00	00
{ Nov.	15	To Flax. (10, 2) }		40	00	00
{ Nov.	15	To Goods in Company, &c. . . . (42, 7) }		50	00	00
20		To James Ballantins Account in Company. . . . (49, 9)		17	10	00
22		To David Johnston. (21, 4)		32	13	4
Dec.	5	To Charles Obareu, our Account of Exchange. . . (36, 6)		70	00	00
9		To Sundry Accounts. N ^o . 20, 37. Fol. 4, 6)		73	00	00
		To William Davidson. (24, 4)		212	00	00
24		To Hero Moy, our Account Current. (51, 9)		82	10	00
25		To Sundry Accounts. (N ^o . 45, 49, 55. Fol. 8, 9)		40	00	00
26		To Wine. (3, 2)		22	8	00
		To Accepted Bills. (29, 5)				
Sum.				2001	10	4 $\frac{1}{2}$
I. STOCK.						

Fol. 1.

LEGER. N^o. 2.

		CREDITOR.	l.	s.	d.
1. STOCK.					
1729					
Oct.	8	By Sundry Accounts.	3256	5	2
Dec.	30	By Profit and Loss. (45, 8)	165	3	6
Sum.			3421	8	8

2. CASH.					
1729					
Oct.	16	By Andrew Cochran, my Account with him in Company. . . (37, 6)	210	00	00
	18	By Account of Outstanding Charges (35, 6)	15	00	00
	19	By Hero Moy's Account of Spices. (38, 6)	2	6	00
	21	By Thomas Dalziel. (32, 5)	108	00	00
		By Brodd Cloth in Company with D. T. (40, 7)	141	18	00
	23	By Goods in Company with D. T. &c. (42, 7)	126	00	00
	27	By Sundry Accounts. (N ^o . 40, 41. Fol. 7)	114	14	8
	30	By Linnen in Company with D. T. (47, 8)	60	00	00
Nov.	2	By Goods in Company with D. T. (42, 7)	40	00	00
	4	By Sundry Accounts. (N ^o . 20, 37. Fol. 4, 6)	60	00	00
	8	By Voyage to Amsterdam, &c. (48, 8)	22	14	00
	11	By Sundry Accounts. (N ^o . 43, 44. Fol. 7)	56	13	4
		By Charles Chareu, our Account of Exchange. ... (36, 6)	46	13	4
	22	By Hero Moy's Account Current. (46, 8)	15	4	00
	23	By Sundry Accounts. (N ^o . 34, 12. Fol. 6, 3)	340	15	00
	25	By Voyage to London, &c. (50, 9)	115	00	00
Dec.	12	By Sundry Accounts. (N ^o . 52, 53. Fol. 9)	153	10	00
	25	By William Wallace. (18, 3)	80	00	00
	28	By Profit and Loss. (45, 8)	200	00	00
	30	By Linnen in Company with D. T. (47, 8)	110	00	00
		By Sundry Accounts. (N ^o . 43, 44, 54. Fol. 7, 9)	98	13	4
		By Outstanding Charges. (35, 6)	200	00	00
	30	By Ballance. (56, 9)	491	13	8 ¹ / ₂
Sum.			2001	10	4 ¹ / ₂

3. WINE.

Fol. 2.

L E G E R. N^o. 2.

				DEBTOR.		l.	s.	d.
		3. WINE.		Claret. Hds.	White. Hds.			
1729	8	To Stock.	(Claret, N ^o . 1, 2, 3)	10	4	113	16	8
Dec.	30	To Profit and Loss.	(45, 8)			28	3	4
		Sum.		10	4	142	00	00
		4. TOBACCO.		Hds.				
1729	8	To Stock.			13	144	19	00
		5. RAISINS.		Barrels				
1729	8	To Stock.	Of N ^o . 1, 2.		10	15	10	00
Dec.	30	To Profit and Loss.	(45, 8)			3	10	00
		Sum.			10	19	00	00
		6. BROAD CLOTH.		Pieces.				
1729	8	To Stock.	(N ^o . 1, 2, 3, 4)		5	69	6	00
		7. IRON.		Stone.				
1729	8	To Stock.	Of N ^o . 1, 2.		400	65	00	00
Dec.	30	To Profit and Loss.	(45, 8)			15	00	00
		Sum.			400	80	00	00
		8. LINNEN CLOTH.		Scotch Linnen Yards	Holland Pieces.	Mullin. Pieces.		
1729	8	To Stock.		750	4	6	195	18 00
		9. PAPER.		Bales.				
1729	8	To Stock.	Of N ^o . 1, 2.		17	65	4	00
		10. FLAX.		Packs.				
1729	8	To Stock.			8	81	19	00
Dec.	30	To Profit and Loss.	(45, 8)			18	1	00
		Sum.			8	100	00	00
		3. WINE.						

				CREDITOR.		l.	s.	d.
1729		3. WINE.		Ciaret Hds.	White Hds.			
Oct. 10	By Cash. (2, 1).....	N ^o . 2.	—	7		70	00	00
Dec. 6	By Cash.		—		4	40	00	00
30	By Ballance. (56, 9).....	N ^o . 1, 3.	—	3		32	00	00
Sum				10	4	142	00	00
1729		4. TOBACCO.			Hds.			
Dec. 30	By Ballance.....	(56, 9)	—		13	144	19	00
1729		5. RAISINS.			Barrel			
Oct. 10	By Cash.....	(2, 1) — (N ^o . 1, 2)	—		10	19	00	00
1729		6. BROAD CLOTH.			Pieces.			
Oct. 21	By Broad Cloth in Company with D. F.		—		5	69	6	00
1729		7. IRON.			Stone.			
Oct. 10	By Cash.....	(2, 1)	—		400	80	00	00
1729		8. LINNEN CLOTH.		Scorch Linnen Yards.	Hollid. Pieces.	Mullin. Pieces.		
Nov. 25	By Voyage to London, &c.....	(50, 9)	—	750			50	00
Dec. 30	By Ballance.....	(56, 9)	—		4	6	145	18
Sum.				750	4	6	195	18
1729		9. PAPER.			Bales.			
Dec. 30	By Ballance.....	(56, 9)	—		17	65	4	00
1729		10. FLAX.			Packs.			
Nov. 15	By Cash.		—		8	100	00	00
				11. DELIVERY				

		CREDITOR.			l.	s.	d.
1729		11. DELIVERY ACCOUNT of BUYING.					
Oct.	21	By Sundry Accounts..... (N ^o . 38, 32. Fol. 6, 5)					
		80 Bolls delivered, 20 Bolls not delivered.			150	00	00
1729		12. ACCOUNT of HOUSES.					
Dec.	30	By Ballance..... (56, 9)			580	15	00
1729		13. SHIP the DRAGON of ABERDEEN, $\frac{1}{2}$.					
Dec.	2	By Sundry Accounts..... (N ^o . 52, 53. Fol. 9)			18	00	00
	30	By Ballance..... (56, 9)			100	00	00
		Sum.			118	00	00
1729		14. DANIEL STRATTON, my AC- COUNT of PLAIDEN.			Yards.		
Oct.	16	By Thomas Richman.		240	11	17	6
1729		15. VOYAGE from ROCHEL to AMSTERDAM.					
Oct.	12	By Herman van Rymer, my Account Current.... 31, 5.					
		For 4 Packs of Wool.			70	00	00
1729		16. WAGER's ACCOUNT.					
Oct.	28	By Profit and Loss..... (45, 8) Lost with Thomas Arrowsmith.			10	00	00
1729		17. MOVEABLES.					
Dec.	30	By Ballance..... (56, 9)			200	00	00
1729		18. WILLIAM WALLACE.					
Nov.	2	By Goods in Company with D. J. &c..... (42, 7)			80	00	00
Dec.	22	By Daniel Trader's Account in Company..... (41, 7)			19	3	4
	30	By Ballance..... (56, 9)			91	11	8
		Sum.			190	15	00

		DEBTOR.		l.	s.	d.
19. ANDREW HUNTER.						
1729	8 Oct.	To Stock. By Bond 100 l. Principal.	2 l. 11 s. 5 d.	102	11	5
		Interest, due at Martinmas next.				
Dec.	30	To Ballance. (56, 9)		35	00	00
Sum.				137	11	5
20. ANDREW COCHRAN.						
1729	8 Oct.	To Stock.		37	10	00
Nov	4	To Cash. (2, 1)		30	00	00
Sum.				67	10	00
21. DAVID JOHNSTON.						
1729	8 Oct.	To Stock.		57	4	00
	22	To Hero Moy's Account of Spices. . . . (38, 6) payable in 3 Months.		18	00	00
Nov.	2	To His Account in Company. (43, 7)		40	00	00
	8	To His Account in Company.		7	11	4
Sum.				122	15	4
22. JOHN PATON.						
1729	8 Oct.	To Stock.		49	00	00
23. DANIEL TRADER.						
1729	8 Oct.	To Stock.		23	00	00
	30	To His Account in Company. . . . (41, 7)		20	00	00
Nov.	5	To Linnen in Company. (47, 8)		13	13	4
		To His Account in Company. (41, 7)		11	13	4
Sum.				68	6	8
24. WILLIAM DAVIDSON.						
1729	8 Oct.	To Stock.		10	00	00
	25	To Goods in Company with D. J. &c. (42, 7) Payable in 6 Months.		48	00	00
Nov.	11	To Goods in Company with D. J. &c. Payable the 26th of April next.		27	00	00
Sum.				85	00	00
25. THOMAS RICHMAN.						
1729	8 Oct.	To Stock.		79	15	10
	16	To Sundry Accounts. (N ^o . 14, 27. Fol. 3, 5)		127	1	3
Sum.				206	17	1
19. ANDREW						

		CREDITOR.		l.	s.	d.
1729		19. ANDREW HUNTER.				
Nov.	5	By Linnen in Company, &c..... payable in 20 days.		35	00	00
	13	By Cash..... (2, 1)			2	11 5
Dec.	30	By Ballance..... (56, 9)		100	00	00
Sum.				137	11	5
1729		20. ANDREW COCHRAN.				
Oct.	16	By Andrew Cochran, my Account with him in Company.				
	 (37, 6)		37	10	00
Dec.	9	By Cash..... (2, 1)		30	00	00
Sum.				67	10	00
1729		21. DAVID JOHNSTON.				
Oct.	12	By Cash..... (2, 1)		57	4	00
Nov.	2	By His Account in Company..... (43, 7)		13	6	8
	22	By Sundry Accounts..... (N ^o . 2, 38. Fol. 1, 6)		18	00	00
Dec.	25	By His Account in Company..... (43, 7)		26	13	4
	28	By His Account in Company.		7	11	4
Sum.				122	15	4
1729		22. JOHN PATON.				
Dec.	30	By Ballance..... (56, 9)		49	00	00
1729		23. DANIEL TRADER.				
Oct.	12	By Cash..... (2, 1)		23	00	00
Dec.	16	By Linnen in Company..... (47, 8)		41	13	4
	30	By Ballance..... (56, 9)		3	13	4
Sum.				68	6	8
1729		24. WILLIAM DAVIDSON.				
Nov.	23	By Account of Houses, &c..... (12, 3)		10	00	00
Dec.	9	By Sundry Accounts..... (N ^o . 2, 53. Fol. 1, 9)		75	00	00
Sum.				85	00	00
1729		25. THOMAS RICHMAN.				
Dec.	30	By Ballance..... (56, 9)		206	17	1
				26. ADAM		

Fol. 5.

LEGER. N^o. 2.

		DEBTOR.		l.	s.	d.
1729		26. ADAM BROWN.				
Oct.	8	To Stock.		110	00	00
1729		27. DANIEL STRATTON <i>my</i> Crown				
Oct.	8	To Stock.		1550	361	13 4
1729		28. BOTTOMREE ACCOUNT.				
Oct.	8	To Stock. Due by Laurence Lovemony.		80	00	00
1729		29. ACCEPTED BILLS.				
Oct.	8	1. To Stock. Due { By George Gordon . . . Payable Dec. 5.	Due to me.	22	8	00
		2. { By Jeremy Thompson. . . 16 Oct. — —	Due by me.	90	00	00
	26	1. To Broad Cloth in Company, &c. . (40, 7) To Robert Blackwood.			71	5 00
Nov.	4	3. To Charles Chareu, our Account of Exchange. . . (35, 6) By Daniel Lifet.		35	6	3
Dec.	30	2. To Ballance. (56, 9)			8	00 8
		Sum.		147	14	3 8
1729		30. ALEXANDER BLACK.				
Oct.	22	To His Account in Company. (44, 7)			22	7 4
Nov.	2	To His Account in Company.			40	00 00
	8	To His Account in Company.			7	11 4
	19	To Goods in Company. (42, 7)			30	00 00
		Sum.		99	18	8
1729		31. HERMAN van RYMER, <i>my</i> Guild.				
Oct.	12	To Voyage from Rochel, &c. (15, 3)		8	00	70 00 00
Dec.	30	To Profit and Loss. (45, 8)			3	7 1 ½
		Sum.		8	00	73 7 1 ½
1729		32. THOMAS DALZIEL.				
Oct.	21	To Sundry Accounts. (N ^o . 11, 2. Fol. 3, 1)			140	00 00
	30	To Ballance. (56, 9)			100	00 00
		Sum.		240	00	00
		26. ADAM				

		CREDITOR.		l. s. d.		
1729		26. ADAM BROWN.				
Dec.	30	By	Ballance. (56, 9)	—	110	00 00
1729		27. DANIEL STRATTON, my				
		ACCOUNT CURRENT.				
Oct.	16	By	Sundry Accounts. (N ^o . 33, 36. Fol. 6)	200	47	10 00
		By	Thomas Richman. (25, 4)	485	115	3 9
Dec.	30	By	Ballance. (56, 9)	865	194	12 6
		By	Profit and Loss. (45, 8)		4	7 1
Sum.				1550	361	13 4
1729		28. BOTTOMREE ACCOUNT.				
Oct.	28	By	Sundry Accounts. (N ^o . 2, 46. Fol. 1, 8)			
			From Laurance Lovemony.		80	00 00
1729		29. ACCEPTED BILLS.				
Oct.	8	1. By	Stock. Due { To Robert Blackwood.			
			Payable 18 Oct.		71	5 00
		2.	To Robert Clark.			
			28 Oct. — —		800	8
	12	2. By	Cash. (2, 1) By Jeremy Thompson.	90	00	00
Nov.	15	By	Cash. By Daniel Liset.	35	6	3
Dec.	25	By	Cash. By George Gordon.	22	8	00
Sum.				147	14	3 8
1729		30. ALEXANDER BLACK.				
Oct.	8	By	Stock.		22	7 4
Nov.	2	By	His Account in Company. (44, 7)		13	6 8
Dec.	20	By	David Johnston's Account in Company. (43, 7)		15	00 00
	25	By	His Account in Company. (44, 7)		26	13 4
	28	By	His Account in Company.		22	11 4
Sum.					99	18 8
1729		31. HERMAN van RYMER, my				
		ACCOUNT CURRENT.				
Oct.	8	By	Stock.	522	47	19 3 1/2
		By	Cash. (2, 1)	277	25	7 10
Sum.				800	73	7 1 1/2
1729		32. THOMAS DALZIEL.				
Oct.	8	By	Stock.		240	00 00

		DEBTOR.		l.	s.	d.
1729		33. CHARLES CHAREU, <i>his</i> ACCOUNT CURRENT.				
Oct. 16	To Daniel Stratton, my Account Current.....	(27, 5)		1	15	5
Dec. 30	To Ditto, our Account of Exchange.....	(36, 6)		23	13	8
			Sum.	25	9	1
1729		34. JOHN CAMPBELL.				
Nov. 23	To Cash.....	(2, 1)		300	15	00
1729		35. ACCOUNT of OUTSTANDING CHARGES.				
Oct. 18	To Cash.....	(2, 1)	Paid sundry Persons, per Book of Charges.		15	00 00
Dec. 26	To Cash.....		Paid J. S.		2	00 00
			Sum.	17	00	00
1729		36. CHARLES CHAREU, <i>our</i> ACCOUNT of EXCHANGE.				
Oct. 16	To Daniel Stratton, my Account Current....	(27, 5)	Crown	192	45	14 7
Nov. 11	To Cash.....	(2, 1)		200	46	13 4
			Sum.	392	92	7 11
1729		37. ANDREW COCHRAN, <i>my</i> ACCOUNT with him in COMPANY.				
Oct. 16	To Sundry Accounts.....	(N ^o . 20, 2. Fol. 4, 1)		40	00	00
Nov. 4	To Cash.....	(2, 1)		30	00	00
			Sum.	70	00	00
1729		38. HERO MOY'S ACCOUNT of SPICES.				
Oct. 19	To Cash.....	(2, 1)	Mace, Barrels	10	8	2 6 00
Nov. 22	To David Johnston.....	(21, 4)	Cloves Barrels			10 00
Dec. 30	To His Account Current.....	(46, 8)		39	4	00
			Sum.	10	8	42 00 00
1729		39. WHEAT.				
Oct. 21	To Delivery Account of Buying....	(11, 3)	Bolls.	80	118	00 00
			33. CHARLES			

		CREDITOR.		l.	s.	d.
1729		33. CHARLES CHAREU, <i>his</i> ACCOUNT CURRENT.				
Oct.	8	By Stock.			1	15 5
		By Ballance. (56, 9)			23	13 8
				Sum.	25	9 1
1729		34. JOHN CAMPBELL.				
Oct.	8	By Stock.			300	15 00
1729		35. ACCOUNT of OUTSTANDING CHARGES.				
Oct.	8	By Stock. Due to sundry Persons, <i>per</i> Book of Charges.			17	00 00
1729		36. CHARLES CHAREU, <i>our</i> ACCOUNT of EXCHANGE.				
Nov.	4	By Accepted Bills. (29, 5)	Crown	150	35	6 3
Dec.	5	By Cash. (2, 1)		140	32	13 4
	30	By His Account Current. (33, 6)		102	22	19 00
		By Sundry Accounts. (N ^o . 33, 45. Fol. 6, 8) For the Loss.			1	9 4
				Sum.	392	92 7 11
1729		37. ANDREW COCHRAN, <i>my</i> ACCOUNT <i>with him in</i> COMPANY.				
Dec.	9	By Cash. (2, 1)			40	00 00
	30	By Ballance. (56, 9)			30	00 00
				Sum.	70	00 00
1729		38. HERO MOY'S ACCOUNT of SPICES.				
Oct.	22	By Sundry Accounts. ... (N ^o . 21, 2. Fol. 4, 1) Undisposed of	Mace. Barrels	Cloves Barrels	42	00 00
				Sum.	10	8 42 00 00
1729		39. W H E A T.				
Dec.	30	By Ballance. (56, 9)	Bolls.	80	118	00 00

		DEBTOR.		l.	s.	d.
1729	40. BROAD CLOTH in COMPANY with D. T.	Pieces				
Oct. 21	To Sundry Accounts... (N ^o . 6, 2, 41. Fol. 2, 1, 7)	22	316	16	00	
27	To Sundry Accounts... (N ^o . 2, 41, 45. Fol. 1, 7, 8)		33	4	00	
	Sum.	22	350	00	00	
1729	41. DANIEL TRADER'S ACCOUNT					
	in COMPANY :					
Oct. 27	To Cash... (2, 1)		113	4	8	
Nov. 5	To Linnen in Company... (47, 8)		6	6	8	
Dec. 22	To William Wallace... (18, 3)		19	3	4	
30	To Ballance... (56, 9)		29	19	8	
	Sum.		168	14	4	
1729	42. GOODS in COMPANY with DAVID JOHN-					
	STON and ALEXANDER BLACK.					
Oct. 22	To D. J's Account in Company... (43, 7) For 6 Hogs-		34	00	00	
	heads of Claret Wine.					
23	To Cash... (2, 1) For 40 Packs of Sheep-Skins.		126	00	00	
Nov. 2	To Sundry Accounts... (N ^o . 2, 18. Fol. 1, 3) For 20		120	00	00	
	Packs of Wool.					
Dec. 28	To Profit and Loss in Company... (54, 9)		65	00	00	
	Sum.		365	00	00	
1729	43. DAVID JOHNSTON'S ACCOUNT					
	in COMPANY :					
Nov. 2	To His particular Account... (21, 4)		13	6	8	
11	To Cash... (2, 1)		28	6	8	
Dec. 20	To Alexander Black's particular Account... (53, 9)		15	00	00	
25	To His particular Account... (43, 7)		26	13	4	
28	To Sundry Accounts... (N ^o . 2, 21. Fol. 1, 4) For		62	18	00	
	clearing this Account.					
	Sum.		146	4	8	
1729	44. ALEXANDER BLACK'S ACCOUNT					
	in COMPANY :					
Nov. 2	To His particular Account... (30, 5)		13	6	8	
11	To Cash... (2, 1)		28	6	8	
19	To Goods in Company... (42, 7)		45	00	00	
Dec. 25	To His particular Account... (30, 5)		26	13	4	
28	To Sundry Accounts... (N ^o . 2, 30. Fol. 1, 5) For		62	18	00	
	clearing this Account.					
	Sum.		146	4	8	

		CREDITOR.		l.	s.	d.
1729	40.	BROAD CLOTH in COMPANY with D.T.	Pieces.			
Oct. 23	By	Cash. (2, 1)	10	160	00	00
Oct. 26	By	Sundry Accounts. (No. 2, 29. Fol. 1, 5)	12	190	00	00
		Sum.	22	350	00	00
1729	41.	DANIEL TRADER's ACCOUNT				
		in COMPANY $\frac{1}{3}$.				
Oct. 21	By	Broad Cloth in Company. For 8 Pieces stocked by him. (40, 7)		105	12	00
Oct. 27	By	Broad Cloth in Company. For his Share of Gain.		7	12	8
Oct. 30	By	His parti. Acc. (23, 4) For his Share of 400 Yds. Lin.		20	00	00
Nov. 5	By	His particular Account. (23, 4)		11	13	4
Dec. 16	By	Linnen in Company. (47, 8)		20	16	8
Dec. 30	By	Linnen in Company.		2	19	8
		Sum.		168	14	4
1729	42.	GOODS in COMPANY with DAVID JOHNSTON and ALEXANDER BLACK.				
Oct. 23	By	William Davidson. (24, 4) For 4 Hds. of Claret.		48	00	00
Nov. 2	By	Cash. (2, 1) For 10 Packs of Sheep-Skins.		40	00	00
Nov. 8	By	Voyage to Amsterdam, &c. (48, 8) For 20 Packs of Wool.		120	00	00
	By	Cash. (2, 1) For 20 Packs of Sheep-Skins.		85	00	00
Nov. 11	By	William Davidson. (24, 4) For 2 Hds. of Claret.		27	00	00
Nov. 19	By	Sundry Accounts. (No. 30, 44. Fol. 5, 7) For 10 Packs of Sheep-Skins.		45	00	00
		Sum.		365	00	00
1729	43.	DAVID JOHNSTON's ACCOUNT				
		in COMPANY $\frac{1}{3}$.				
Oct. 22	By	Sundry Acc. (No. 42, 2. Fol. 7, 1) Stocked by him.		60	00	00
Nov. 2	By	His particular Account. (21, 4) For his Share of 20 Packs of Wool.		40	00	00
Nov. 8	By	His parti. Acc. For Charges at shipping the Wool.		7	11	4
Dec. 28	By	Profit and Loss in Company. (54, 9) For his Share of Gain.		38	13	4
		Sum.		146	4	8
1729	44.	ALEXANDER BLACK's ACCOUNT				
		in COMPANY $\frac{1}{3}$.				
Oct. 22	By	Sundry Acc. (No. 30, 2. Fol. 5, 1) Stocked by him.		60	00	00
Nov. 2	By	His particular Account. (30, 5) For his Share of 20 Packs of Wool.		40	00	00
Nov. 8	By	His particular Account. For his Share of Charges at shipping the Wool.		7	11	4
Dec. 28	By	Profit and Loss, in Company. (54, 9)		38	13	4
		Sum.		146	4	8

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Nov

49. JAMES.

			DEBTOR.	l.	s.	d.
1729	49.	JAMES BALANTINE's ACCOUNT in COMPANY.				
Dec. 30	To	Ballance. (56, 9)		99	11	8
1729	50.	VOYAGE to LONDON in the SUCCESS, &c.				
Nov. 25	To	Sundry Accounts. (N ^o . 8, 2. Fol. 2, 1) For 750 Yards of Linnen.		51	15	00
1729	51.	HEROMQY of AMSTERDAM, ^{Guld.} our ACCOUNT CURRENT for COMPANY with D. J. &c.				
Nov. 28	To	Voyage to Amsterdam, &c. (48, 8)	2496	208	00	00
Dec. 28	To	Profit and Loss, in Company. (54, 9)		4	00	00
		Sum	2496	212	00	00
1729	52.	VOYAGE to LONDON in the DRAGON, for COMPANY with JAMES BALANTINE.				
Dec. 2	To	Sundry Accounts. (N ^o . 2, 49, 13. Fol. 1, 9, 3) 1000 Yards of Linnen; 5 Hogsheads of Claret.		163	10	00
30	To	Sundry Acc. ... (N ^o . 45, 49. Fol. 8, 9) For Gain, &c.		36	10	00
		Sum.		200	00	00
1729	53.	JAMES BALANTINE's particular ACCOUNT.				
Dec. 2	To	Sundry Accounts. (N ^o . 49, 2, 13. Fol. 9, 1, 3)		27	15	00
1729	54.	PROFIT and LOSS in COMPANY with D. J. &c.				
Dec. 9	To	William Davidson. (24, 4) For Discount.		2	00	00
28	To	Sundry Accounts. (N ^o . 2, 45. Fol. 1, 8) For Charges, and my Commission.		16	6	00
	To	Sundry Accounts. (N ^o . 43, 44, 45. Fol. 7, 8) For Neat Gain.		116	00	00
		Sum.		134	6	00
1729	55.	JOHN BLACKWOOD of LONDON, our ACCOUNT CURRENT with JAMES BALANTINE.				
Dec. 25	To	Voyage to London in Company, &c.		200	00	00
1729	56.	BALANCE.				
Dec. 30	To	Sundry Accounts. ... The Total of my Gross Estate.	2984	17	11	$\frac{1}{2}$

		CREDITOR	l.	s.	d.
1729	49.	JAMES BALANTINE's ACCOUNT in COMPANY $\frac{1}{2}$.			
Nov. 20	By Cash (2, 1) Stocked by him.	50	00	00
Dec. 2	By Sundry Accounts (N ^o . 52, 53. Fol. 9)	31	15	00
25	By Cash (2, 1)	1	5	00
30	By Voyage to London, in Company, &c. (52, 9)	16	11	8
		Sum.	99	11	8
1729	50.	VOYAGE to LONDON in the SUCCESS, &c.			
Dec. 30	By Ballance (56, 9)	51	15	00
1729	51.	HEROMOY of AMSTERDAM, Guild. our ACCOUNT CURRENT for COMPANY with D. J. &c.			
Dec. 24	By Cash (2, 1)	24	96	212 00 00
1729	52.	VOYAGE to LONDON in the DRAGON, for COMPANY with JAMES BALANTINE.			
Dec. 25	By John Blackwood, our Account Current (55, 9) All received and sold.	200	00	00
1729	53.	JAMES BALANTINE's particular ACCOUNT.			
Dec. 30	By Ballance (56, 9)	27	15	00
1729	54.	PROFIT and LOSS in COMPANY with D. J. &c.			
Dec. 28	By Sundry Accounts (N ^o . 42, 48, 51. Fol. 7, 8, 9) Gained upon the Accounts.	134	6	00
1729	55.	JOHN BLACKWOOD of LONDON, our ACCOUNT CURRENT with JAMES BALANTINE.			
Dec. 25	By Cash (2, 1)	80	00	00
	By Ballance (56, 9)	120	00	00
		Sum.	200	00	00
1729	56.	BALLANCE			
Dec. 30	By Sundry Accounts The Total of my Debts.	272	12	00
	By Stock My present Free Estate.	2712	5	11 $\frac{1}{2}$
		Sum	2984	17	11 $\frac{1}{2}$

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D	Outstanding Charges.	6		D. Stratton, my Acc. of Plaiden.	3
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T A B L E

OF ALL THE

VARIETY of CASES or EXAMPLES,

That are Contain'd in the Preceeding

WASTE-BOOKS.

Digested under distinct HEADS, with their DATES, by which you may find them, in Order to their being compared with the JOURNAL and LEGER. The First WASTE-BOOK Ends with October 8. Therefore what you find dated after that, must be sought for in the Second WASTE-BOOK.

Cases.	PROPER DOMESTICK TRADE; and First, of Buying and Selling.		the Seller owes me, June 3. Or you may call this receiving Payment of Debt, and giving the Surplus.	
1	GOODS bought, and paid in Cash, May 8.	7	Bought part of a Ship, Aug. 29.	
2	Goods bought on Time, May 4.	8	Goods bought for Cash, but immediately sold to another, who receives them, June 21.	
3	Goods bought, and Part paid in Cash, and Part owing, May 6.	9	Goods sold for Cash, May 2.	
4	Goods bought, and paid in Cash, and Bills, May 8.	10	Goods sold on Time, May 2.	
5	Goods bought, and Part paid in Money and Bills, and Part owing, May 14.	11	Goods sold, Part paid, Part owing, May 6.	
6	Goods bought, and Part paid in Money, the Rest to discount what	12	Goods sold, and received a Bill for Payment, May 7.	
		13	Goods sold, and received Part in Money and Bills, Part owing, May 8.	
		G g		Goods

2 A TABLE of all the preceeding Cases or Examples.

14	Goods sold, and received part in Cash, the Rest I owed the Seller, which is paying a Debt with Goods, and receiving the Surplus, <i>Aug. 14.</i>	25	Received Payment of Debt in Cash, <i>May 24.</i> See also <i>Nov. 15.</i> In a Bill payable on Demand, which is accepted to discompt what I owe that Person on whom the Bill is, but my Debt not being yet payable to him, I charge him with the Interest, <i>May 28.</i> In Money and Goods, <i>June 12.</i> Discount allowed, <i>Oct. 5.</i>
15	Goods bartered for other Goods, <i>May 11.</i> Surplus received, the Goods received, immediately disposed of, <i>May 20.</i> Paid Overplus, <i>May 20.</i> Owning the Overplus, <i>June 25.</i>		
16	Goods bought, to be delivered at a certain Time, and Part of the Value advanced. See <i>June 3, 12. July 2.</i>		
17	Received the Goods formerly bought on <i>Forehand-Bargain</i> , <i>July 17. Aug. 3.</i> By Consent there is less received than was agreed for, <i>Oct. 21.</i>		
18	Goods sold, to be delivered, and Part received per Advance, <i>June 7, 15.</i>		
19	Delivered the Goods sold on <i>Forehand-Bargain</i> , <i>July 17.</i> When Part is retained by Consent. See <i>Aug. 13.</i>		
20	Protested against the Seller for not delivering the Goods bought on <i>Forehand-Bargain</i> , and have charged him for the Value and Penalty, <i>July 22.</i>		
21	Bought a House with the Burden of an Annuity, and am assigned to some Rent owing by the present Possessor, <i>Aug. 26.</i>		
22	Bought off the Annuity, <i>Nov. 23.</i>		
	PAYING of DEBTS.		
23	Paid a Debt with Cash, <i>May 24.</i> With Cash and Bills, <i>May 30.</i> Abatement allowed, <i>June 6.</i> See <i>Case 15.</i> With foreign Coin upon which I have lost, <i>Aug. 8.</i>		
24	Paid a Debt due for Household Expences, <i>Oct. 18.</i>		
			BORROWING or LENDING MONEY on BOND or BOTTOMREE, and what relates thereto.
		26	Money lent on Bond, <i>June 18.</i> Interest due paid to me, and the next Terms Interest placed to Account, <i>Nov. 15.</i>
		27	Money lent on Bottomree, <i>June 22, 25. Aug. 13.</i> Ship lost, <i>July 4.</i> The Money paid to my Factor, <i>July 16.</i> See <i>Case 58.</i> Received Payment myself by Bill and Cash, <i>Oct. 8.</i>
			INSURANCE.
		28	Insured Goods to another, and received Payment, <i>June 28. July 10.</i> The Præmium owing, <i>16.</i>
		29	Paid for Goods lost, which I had insured, <i>July 10.</i>
			WAGERING.
		30	Consigned Money upon a Wager, <i>June 22.</i>
		31	Wagered upon Parole, <i>July 25.</i>
		32	Gained a Wager formerly consigned upon, <i>July 15,</i> which was on Parole, and now paid, <i>Aug. 19.</i>
		33	Money gained upon a Wager immediately decided, <i>July 2.</i> Lost

A TABLE of all the preceeding Cases or Examples. 3

34 Lost a Wager consigned upon, July 12; which was upon Parole, and now paid, Aug. 19.

A few singular CASES.

35 A House left me in Legacy, and am burdened with the Payment of some Money, Aug. 29.

36 Got a Legacy due by the Executor, Sept. 2.

37 Taken an Apprentice, and received Money in Part, Sept. 2.

38 Brought a total Sum of Charges of Merchandize paid, from the Book of Charges, into the Grand Books, Oct. 7.

39 Gained upon some foreign Coin which I have sold, July 28.

40 Brought a total Sum of Household Expences, Part paid, and Part owing, into the Grand Books, Oct. 7.

PROPER FOREIGN TRADE.

41 Ship'd Goods which were entered in my Books, with Charges and Insurance. See June 18. July 4, 10. The Goods not entred into their proper Accompt, June 21.

42 Advised, that my Factor has received my Goods consigned to him, but not disposed of, July 12. Aug. 10.

43 Advised, that my Factor has sold my Goods, lying in his Hands for ready Money, July 22. On Time, Aug. 22.

44 Advised by my Super Cargo, that he has consigned my Goods to a Factor, being himself ready to sail homewards, Aug. 23.

45 Advised by my Super Cargo, of his being safe at his Port, selling my Goods for ready Money, and loading the Value in Return, Aug. 3.

46 Advised, that my Factor has received Goods of mine consigned to him (part of the Cargo being lost at Sea) and sold Part thereof for ready Money, Oct. 12.

47 Advised, that my Factor has bought and shipped Goods for my Accompt, Aug. 10. Sept. 11.

48 Advised of the Loss of Cargo at Sea, Aug. 24.

49 Advised, that my Factor has received Payment of Debts owing for my Goods sold by him, Sept. 10.

50 Advised of the Sale of my Goods formerly received, and the Value remitted, with more also for the Payment of a former Debt, Oct. 16.

51 Received Goods formerly advised to have been shipped by my Factor, or Super Cargo, Sept. 6. and part immediately sold, Sept. 22.

52 Received Goods sent by my Factor with the first Advice concerning them, Aug. 20.

53 Received Advice that some of my Factors has shipped off Goods of mine to another Factor, Sept. 18.

54 Advised, that one of my Factors has drawn on another for my Accompt, Sept. 25.

55 Drawn by me on my Factor for my Accompt, the Contents received in Cash, Aug. 5, 15, in Goods and Money, Sept. 25. The Contents owing, Aug. 23.

56 Remitted to me a Bill by my Factor for my Accompt, accepted at Usance, Aug. 30.

57 Advised by my Factor that he has received Money of mine, which was lent on Bottomree, July 26. See Case 26.

4 A TABLE of all the preceding Cases or Examples.

FACTORAGE, and what relates thereto.

- 58 Received Goods to sell in Commission, and Charges paid at Receipt, Aug. 16.
- 59 Sold the Goods for Cash, Aug. 20. On Time, Aug. 23
- 60 Ship'd off the Goods by Order, and have stated my Charges to Account, Sept. 7.
- 61 Received Payment of my Employers out-standing Debts, Sept. 13. And have closed the Account of Goods, which are all sold, Sept. 13. Abatement made to the Buyer. Nov. 22.
- 62 Remitted to my Employer for his Account, the Contents instantly paid, Aug. 20.
- 63 Drawn upon me by my Employer at Usance, Sept. 28.
- 64 Bought, and shipped Goods, with Charges and Provision, Sept. 2.
- 65 Bought and received Goods for my Employers Account, to be sent away by the first Occasion, Cost and Provision stated, Sept. 7. Paid more Charges at Shipping them, Sept. 13.
- 66 Received Goods sent me by my Employer, in Return for what he owes me, also a Bill for Part, Oct. 5.

EXCHANGE in PARTNERSHIP.

- 67 Drawn by me for our Account of Exchange, Sept. 10.
- 68 Remitted to me for our Account, Sept. 7.
- 69 Drawn on me for our Account, Sept. 22.

70 Remitted to me for our Account, Sept. 26.

COMPANY TRADE, when my Partner is Manager.

- 71 Given Money for my Share of Stock, Aug. 30.
- 72 Allowed the Manager for my Stock, to take what he owes me, Oct. 16.
- 73 Drawn on me for my Share of the Goods bought for the Company, Sept. 18. Drawn for more than my Share, Nov. 4.
- 74 Received Goods and Cash in Payment of my Share of the Stock and Gain in Partnership, Sept. 28.
- 75 Received of my Partner Payment of a former Debt, also more on Account of my Concerns, Dec. 9.

COMPANY TRADE, when I am Manager, and keep Accounts in my own Books.

- 76 Entered into Partnership, and received Goods of my Partner, to which I added of my own, Oct. 27. Received Goods and Money from my Partner, Oct. 22. Nov. 20
- 77 Sold Company Wares for Cash, Oct. 23. On Time, Oct. 26. For Money and a Debt I owe the Buyer, Oct. 26. Received a Bill for the Price, on my Partner, Nov. 5. My Partner has taken a Receipt for his own Share of the Bill, Nov. 19.
- 78 Bought Goods for the Company, with Money received of the Partners, for that Effect, Oct. 23.

With

A TABLE of all the Preceeding Cases or Examples. 5

<p>With my own Cash, <i>Oct.</i> 30. Paid Part with the Company's Cash, and Part owing, <i>Nov.</i> 2. The whole owing, <i>Nov.</i> 5. Drawn on my Partner for all.</p>		<p>Paid a Debt owing for the Company with their own Money, <i>December</i> 25.</p>
<p>79 Bought Goods for Company, and have ship'd them on board a Ship belonging to the Company, the Partners being unequal in the Ship, and equal in the Cargo, and have laid out Money for my Partner, <i>Dec.</i> 2.</p>	<p>84</p>	<p>Advised, that our Factor has received our Goods, and sold them for Cash, <i>Nov.</i> 28.</p>
<p>80 Ship'd the Company's Goods, paying Charges, <i>Nov.</i> 8.</p>	<p>85</p>	<p>Drawn on our Factor, and received the Contents, <i>Dec.</i> 24.</p>
<p>81 Paid my Partners for their Accompt in Cash, <i>Nov.</i> 11. By Assignment, <i>Dec.</i> 22.</p>	<p>86</p>	<p>Drawn on our Factor for Company Accompt, and have received Payment with Gain by Exchange, <i>Dec.</i> 25.</p>
<p>82 Received Payment of a Debt owing to the Company, <i>Dec.</i> 9.</p>	<p>87</p>	<p>Adjusted Accompts with my Partners, and have paid their Shares, <i>Oct.</i> 27. <i>Dec.</i> 28.</p>
<p>83 One Partner receives of Another his Share of Debt owing for the Company's Goods by this Partner.</p>	<p>88</p>	<p>Examined the State of Accompts of Company, and have placed to Accompt several Charges, and Provision owing, also collected the Gain, and made a Dividend thereof, in order to bring my Books to a Close.</p>



A TABLE of all the Preceding Cases or Examples.

<p>Company's Goods by this Partner his share of Debt owing for One Partner receives of Another owing to the Company, Dec. 9. Received Payment of a Debt 82 ending Dec. 22 count in Cash, Nov. 11 By Assignment 81 Paid my Partners for their Ac- counting Charges, Nov. 8 80 Ship'd the Company's Goods 87 Dec. 27</p>	<p>With my own Cash, Oct. 20 Paid Part with the Company's Cash, and Part owing Nov. 2 The whole owing, Nov. 2 Drawn on my Partner for all Bought Goods for Company, and have ship'd them on board a Ship belonging to the Company, the Partners being unequal in the Ship, and equal in the Cargo, and have laid out Money for my Part- ners, Dec. 2 80 Ship'd the Company's Goods 87 Dec. 27</p>
<p>Book to a Clerk thereof, in order to bring my the Gain, and made a Dividend and Provision owing, also collected placed to Account several Charges, couple of Company, and have examined the state of A- Share, Oct. 27 Dec. 28 Partners, and have paid them Adjusted Accounts with my Dec. 27</p>	<p>Partners with Gain by Exchange, pany Account, and have received Drawn on our Factor for Com- ceived the Contents, Dec. 24 Drawn on our Factor, and re- for Cash, Nov. 28 ceived our Goods, and sold them Advised, that our Factor has re- cember 27. pany with their own Money, De-</p>
<p>Paid a Debt owing for the Com-</p>	<p>Paid</p>

for, and the Matter they apply it to, for
 what ought to be done, in a Word, there is nothing here but general Rules,

APPENDIX,

CONTAINING,
 INSTRUCTIONS for the APPLICATION of

the preceeding ART, to the Business of RETAILERS, and PRIVATE
 CONCERNS; more especially for Gentlemen of LAND ESTATES,
 and their STEWARDS or FACTORS.

INTRODUCTION.

WHEN any Art depends upon few, and those general Principles, whereby it is applicable to a Variety of Things, which, tho' different among themselves, have yet a common Nature that makes them equally subject to the same general Rules; It is very reasonably judged to be sufficient, that some particular Branch of the Application be clearly explained. That Branch indeed, ought to be such, as, by it the Nature, Design and Tendency of the Art may best appear: For where the greatest Variety of Circumstances occur, there we learn best, the Sense of general Rules, and what ought to be allowed for, in different Circumstances, so as to obtain the End. Accordingly I have in the preceeding Treatise laid before you the Design of this artificial *Book-keeping*, with the general Rules and Notions thereof, and have explained and illustrated the same in a particular Application to *Merchants Accompts*, strictly taken. You have seen how a regular *Accompt* is begun, carried on, and finished: And to the Industrious, who have carefully read and impressed the *general Notions*; and also diligently considered and compared the Precepts and Examples given, it will be no difficulty to make such an Application to any other Subject of Accompts as may answer any reasonable design or demand concerning the same. For it is impossible that any Body who is once apprized of the Design and Reason of any Method in General, and together with this has seen a proper Application of Particulars, should not have the Use of their Judgment so let in, as to be able to reason.

reason from the Design of the Method, and the Matter they apply it to, for what ought to be done: In a Word, there is nothing here but general Rules, and the Application depends upon a judicious Reflection and Recollection of the Truth and Justice of first Principles, and a prudent Foresight of Consequences, which is learnt by Practice, either of fictitious or real Cases, (for they have the same Effect, if the First be well chosen) after the Principles upon which that Practice depends are duly unfolded. Considering this with myself, I could see no great Necessity of insisting further upon the Application of this Method; and at most, there can be no more required but general Hints of what is to be, or may be done, upon any other Subject, to open a Tract for the Application: Nor is it necessary to mention every Subject; a Genius that needs this, seems but ill affected to this kind of Knowledge. Supposing therefore, any Body to understand the preceeding general Principles, and the Application already made, I shall but touch upon some other Things which I referred to this Place; and particularly I shall do what farther can be reasonably expected, to make obvious the Application to the Matter of some *private Accompts*, especially to the Concerns of Gentlemen of Land Estates.

IN order to what I design in this Place there is one general Reflection to be made, *viz.* That the Conveniency or Inconveniency of any Method, depends upon the Nature of one's Estate or Dealings; and this ought to be consulted in the first Place: For such ways of Accompting, as in great and diffused Trade prevent Confusion, by an artfull and regular disposing of Things, if applied to mean and narrow Dealings, will create Confusion; at least, will give more Work to do than is needful: For a few Things shew themselves readily, and are examined by meer Inspection; supposing no other Method but a *Waste-Book* Record; every Corner whereof, (in very small Dealings) the Accomptant's Eye is acquainted with, so as he can readily turn to what he wants; But this in larger Accompts is impossible, which makes Order, the strictest Form, and much Writing absolutely necessary. Yet this one Rule must be indispensibly observed in all Cases, *viz.* That a true and exact Memorial of every Thing belonging to the *Accompt* be made, just as Things occur; and if Business increases, so that a nearer Approach to the Perfection of Accompting be necessary, then this will serve as a Ground-work upon which you may raise the Accompt to what Form you please. In short, the least you can do will be some part of the Method already explained: For all Methods whatever are a Part of this; (which comprehends the greatest Simplicity in its *Waste-Book*, and Art in the *Leger*) and as far as they come short of it, want so much of desirable Perfection; making Allowance for such Cases as not only admit but require an Abatement of the Rigour of Art.

I SHALL therefore begin the Applications designed here with such Subjects as do not require, and scarcely admit, the utmost Pitch of this Art; and gradually proceed to others which do.

§ I. For more PRIVATE PERSONS.

(1.) I SHALL first consider a Person in a *single State*; who has no Business, but the Receiving at certain Times in a Year a Sum of Money, which he lays out again for his private and personal Expences; If this Person writes Things in a *Pocket-Book* as they fall out, he can without any other Form, very easily satisfy himself how his small Affairs stand; especially, if he writes down his Receipts in one Place, and his Payments in another; for what else may Occur, its no great Matter where it stand, so it be there. And because he may have a daily Expending, therefore to make easy Work, he may put a Sum of Money once a Week in his Pocket, or lay it by it self, and take it out daily as he needs, and at the Weeks End write what is Spent that Week. And if he would come nearer the Art, he may monthly or quarterly make a Digest of the Articles of Cash given out and received, collecting them under proper Denominations, as *Clothing*, (which may be also subdivided) *Necessary Charges of Diet, incidental Expences, Coals and Candles, Washing, House-Rent, &c.* and what other Things happen, he may methodise according to his fancy.

(2.) If we consider one in a *married State*: But whose Fortune consists also of Money as before. *This Person*, as he has a greater Variety of Expences; must be very careful to keep an exact Accompt of all the Cash he receives and pays. And to make this Accompt more distinct and orderly, it will be best to keep the Particulars of the Payments, in a separate Book, and to bring them into the Cash-Book (or Accompt) once a Week, in Totals, digested under such different Denominations as he thinks fit, as *Fish, Flesh, Coals, Candles, Bread or Meal, Ale or Malt, Cloaths, &c. and for House-Rents.* Accompts paid to *Shopkeepers and Tradesmen*, as they are paid all at once, they come in Gross into the Cash Accompt of which he may make other Subdivisions as he thinks proper to represent the State of his Expences more particularly. For Example, Things which are digested under proper Heads, and so brought into the Cash Accompt, may be again drawn into an Abstract, shewing the Total of each Kind of Expences for every Month, by dividing a Page into twelve Columns, with the Names of the twelve Months, *January, February, &c.* and then in so many Articles upon the Margin, set the Names of the several Heads of Expences, and against each, under the respective Month, the Sum of that Kind of Expences in that Month; then will the Sum of the Money in the Columns under each Month be the Total Expence of that Month, and the Aggregate of these Sums will be the Years Expences. But you may have another Prospect of the Years Expences, by adding the Expences of a particular Kind, for every Month, and setting the Sum in a separate Column, and the Sum of that Column will also be the whole years Expences. For other Things as *Furniture* intrusted with a *House-keeper*, there ought to be an *Inventory*; and it is the Trustees Business to keep an

Exact Accompt how it is disposed of, for which a short *Memorandum* made from Time to Time will serve.

AGAIN, as a *Wife* or *House-keeper* has the laying out of the most Part of the Common and daily Expences of a Family. If these, as they ought, keep an Accompt of all they receive and lay out; The Master of the Family will have no more to do, so far as those Accompts go, but to digest and bring them in Totals, into the *Cash-Book*. And if the Person, who is intrusted with the Disbursements, is taught to make the Digests, or Collection of the Articles, under proper Heads (as may lvery easily be done) the Other will have Little to do.

FOR the *Furniture* of a *House*, there ought to be an exact *Inventory* of it taken in the Beginning of the Year; or when you begin your Accompts; and an Account of all the Reparations and Additions made to it.

THE PERSONS now under Consideration have no great Necessity for any other than the *Cash Accompt*. But if he will give his Accompts a more Artificial Form; Then he may begin them by an *Inventory* of all his Effects and Furniture: And the Money, and Debts payable to him, as the Fund of his Living, for the following Year; Enter these upon a *Stock Accompt*; and keep particular Accompts for the *Persons*, and the *Subjects* by which his Money is payable; and an Accompt of *Furniture* for that Article. Then these Accompts are to be discharged as they pay or are disposed of. If he borrows or lends Money, let the Lender or Borrower have an Accompt: And the *Profit* and *Loss Accompt* will Ballance against the *Cash-Accompt* for all the Articles that are Expences.

§ II. For Working TRADESMEN, or HANDY-CRAFTS-MEN.

THESE may keep Accompts of their Expences of Living the same Way as before: But it will also be necessary to make a distinct Accompt of the Charges and Profit of their Business, which may easily be done; by an exact Accompt of all they Pay or Owe for the Materials and Instruments of their Work, with Servants Wages, and Taxes upon their Trade; and of all they Receive or is due for their Work. Their Accompts ought to begin with an exact *Inventory* of all the *Furniture* belonging to the Family, and to their Business. And they may conveniently keep Accompts for the Materials of their Work, to satisfy them of the Disposal thereof (which will be a Check upon Servants, who have Access to those Things) and they must keep Accompts for the Persons they deal with, both in Buying and Selling. If these know any Thing of the Principles of Book-keeping, they will easily apply them: So that I shall say no more.

§ III. For PETTY-TRADERS and RETAILERS.

(I.) FOR PETTY TRADERS. Who deal in some hundreds of Trifling Wares, and make Sales to the Value of a Farthing or Half-penny, these

these cannot pretend to keep orderly Accompts: The best they can do, is to be careful that Servants do not wrong them; for they have no Accompt of Goods; and if you ask what of any Kind remains with them, they must go look, failing their Memory. These must have a *Cash-Accompt*, which they Charge once a Week with the Money received, and discharge for what they give out; it is not Convenient that they should touch the *Cash-Box* or *Till*, oftner than once a Week, when it is Compleat; but if they do, they must keep a separate Accompt of what they take out, to know what was received. Besides which, they will have a kind of *Leger*, for the Persons with whom they deal upon Credit, in which they give every *Debtor* or *Creditor* an Accompt, with *Debt* and *Credit* both on one Side, either with a double Money Column, or constant Deductions, as the *Debts* and *Credits* succeed one another; but if many Articles of *Debt* and *Credit* come after one another, they are not summed till an Article of the opposite Kind occur, and then the Accompt is ballanced till that Time, and the present Receipt or Payment stated; and this Book may have an *Index* to find every Accompt readily. They may also for the sake of Those, have a *Memorandum*, by way of *Day-Book*, wherein all Things of this Nature are writ down, and then carry'd into the other.

(2.) THERE is another Kind of *Retailers* (or *Shop-keepers*) that are more Considerable; who commonly deal in a few different Species of Goods, as *Linnen-Drapers*, *Woollen-Drapers*, *Mercers*, &c. These may keep better formed Accompts; tho' there is a common Deficiency here; they keep a *Leger* for *Persons* and *Wares* distinct, without any formal Connection or Reference of the Accompts, in their several Articles; whereby there can no regular Ballance be made of such Accompts. In the Accompts of *Persons*, they use the Formality of a *Debtor* and *Creditor* Stile, which is meer shew, without the real Value of a regular Accompt; there being no opposite Correspondent *Debtors* and *Creditors* to be found. For their *Leger* of *Wares*, as they call it, contains nothing of This, and is but an imperfect Contrivance, which they satisfy themselves with, to know how much remains: But the Worst is, that in allotting spaces for the Accompts of *Wares*, I know them who give no more than they suppose may serve for the Retail of the Quantity first entred on that Space; and when it is disposed of, they take a new Space for a new Parcel; which in a quick Trade will be very troublesome, and confused too, if there be any of the old Parcels remaining; unless they carry it to the new Accompt. But for the more considerable *Retailers*, I see no necessity for them to come short of the utmost Pitch of Art. What if they deal in fifty different kinds of Goods? And besides, retail to the Value of a Shilling, or even Sixpence, they may pursue the *Method* in its Perfection with no great trouble; at least there is no reason to grudge the Labour of their Servants, who possibly have more time lying upon their Hands, than would do the Business. Besides all this, they have frequently ways of their own that are more troublesome. It is no difficulty to find out what they ought to do. For any *By-Books* to serve particular Views of their own, I leave them

to their Fancy: But I would at least keep three *Grand-Books*, a *Waste-Book*, *Journal*, and *Leger*, or two at least, joining the First two into one. Let the *Waste-Book* contain every Thing that is done in the Shop, both the Sales on Trust, and for Cash; which is the only Thing ordinarily neglected; I would not have a Groats worth omitted: And to make Things easy for carrying forward out of this *Book*, you may put all the Sales in a Part of the *Book* by themselves; and even put Sales upon Trust, and for Cash, separate; a very narrow Page will serve; and because there may be other Transactions that will require more Room, make your *Book* of an ordinary Size; but what is assigned for these Sales, may be divided into two or more Columns; for a few Words will serve every Article. Your *Waste-Book* being daily filled up, in this Manner, you may carry it forward once a Week; and Place every Thing to its proper Accompt. You may make your *Waste and Journal* in one, by marking the Debtors and Creditors on the Margin, against every single Transaction of Value: And for those Accompts, where the only Trouble appears to be, supposing them many and small, it will be easily got over, by this Weekly transferring, for now you must make a Digest of these Articles: *That is*, having first read them over, to find what Accompts they belong to, and having prepared Columns for the Purpose, under the Name of each distinct Species, write the Quantity and Value of that Kind disposed of that Week; let all the Articles belonging to the Sales for Cash, be first set down and summed, and then the Articles on Trust with the Debtors Name after it, and Sum the Whole, and so Matters are prepared for the *Leger*. The Total Sum of Each must be carried to the Creditor Side of the Accompt in the *Leger*. — By *Sundry Accompts*; the Sum belonging to Cash is carried to its Debtor-Side, and what is due by every Person, To his Accompt; and to make the *Leger* Shorter, take the Total Cash received that Week, in one Sum To *Sundry Accompts*; and you may do the like for Persons Accompts. These Digests ought to be put into the *Waste-Book* immediately after what they belong to, with this Title. — *Digest of this Weeks Sales*; with the Name of each Parcel of Goods write Creditor, and against the Sum of the Cash Write Cash Debtor; and so against every Persons Name who was trusted; and it will be as good as a *Journal*. And because it is very Convenient to have a *Cash-Accompt*, set a part another Place of the *Book*, in which, by a double Money Column, write all other Receipts and Payments: the Sums of which are to be carried as oft as you please into the *Leger Accompt* of Cash, and to the *Persons Accompts* who paid or received, or the *Accompt of Goods* for which you paid Cash. These, and every Transaction of the *Waste*, being truly transferred into the *Leger*, you have a true State of your Affairs as oft as you please, at the Cost only of a little Pen, Ink, Paper, and such Pains as will turn at last into Pleasure, when you Experience the Benefit of it. You may make other Divisions in your *Waste-Book*, as you think fit; but that it may be all as one *Book*, containing the Number of Pages through the whole Leaves.

Now for the *Retailers Leger-Book*, because there are commonly many Articles of *Debt* to one of *Credit*, upon *Mens Accompts* with whom they deal, and many Articles of *Credit* for one of *Debt*, upon *Accompt of Wares*, they may keep the *Debt* and *Credit* both on one Side by double Money Columns, in the one of which let the *Debt*, and in the other the *Credit* be set. And as to *Accompts of Wares*, because it will be too much to have a double Column of Money and Goods both; especially if there happen to be more than one Species under a general Denomination, therefore the Quantities received and delivered may go into one Column, conveniently enough, providing you make a Ballance, upon every new Receipt, *i. e.* having drawn a Line under the Quantity first entered, all given out succeed in the same Column, and where a new Parcel is received, sum up the former Quantities disposed of, and Subtract the Sum from the preceeding Quantity on Hand; and after the Remainder is Written down, enter the new Parcel. The *Gain* or *Loss* may be calculated and stated at this Time, and placed in the proper Money Column; *Debtor* Column, if *Gain*, and *Creditor*, if *Loss*; and after This the Value of the remaining Part drawn out against it. But this may be done as seldom as you please; and even delay'd till you come to make a general Ballance of *Accompts*. The Spaces assigned to every *Accompt of Wares*, may be so large as to serve a Years Trade; and it will be no very great *Leger*, considering you transfer the *Sales* by the Total of the whole Week's Transactions, and perhaps more. Of one distinct Kind there may be many Species, even more than can be well brought into one *Accompt*. For Example, *A Retailer* has forty Pieces of *Broad Cloth*, differing in Colour or Fineness, which are too many for one *Accompt*, if you would give each a distinct Column; but tho' this were done, I foresee a Difficulty, for perhaps before all this is disposed of, more is purchased which will require new Columns, and the only and common Way to distinguish such Differences, is by numbering the Pieces: Now, if as many of the old Pieces are disposed of, as of new come in, then the same Columns may serve, by assigning the same Numbers to the New, which the Old had. But if the Columns are too many; make two or more *Accompts*, and distinguish them by Assortments assigning from such to such a Number, to the First, Second, &c. Assortment. Of which Artifice I have spoken in the preceeding Treatise. And then when new Pieces come in, let them be entered upon those *Accompts* where the Quantity upon some Number is all disposed of; that so every Quantity in the same Column may have always the same Number: By this Means you'll have the *Accompts* reasonably distinct; and when this cannot be done, make a new *Accompt*; but after this Method the *Gain* or *Loss* will only appear in General upon the whole *Accompt*, and not upon every Piece, if those of different Value succeed upon the same Number, unless, at every new Receipt, the *Gain* or *Loss* made upon the Piece disposed of, be placed to the *Accompt*. In short, when much of one's Trade lies upon few Things, it will be necessary by some such Artifice, to keep many *Accompts* for several Species of the same Thing, to prevent the Confusion of too general an *Accompt*; otherwise, one *Accompt* may serve

serve for all, and with one single Column for the total Quantity of all the Pieces, which you may enter thus, *Debtor to Cash, or A. B. &c.* for seven Pieces, from N^o. 1 to 7. containing in all — Yards (to be put in the inner Column) and the Total drawn out: When any is disposed of, narrate of what Number it is, and at the weekly Transfer mark the Numbers to which the Quantities disposed of belonged; and when new Parcels come in, give them new Numbers. By this way, neither the Quantity remaining, nor Gain upon the Part sold, of any particular Number, will appear; but you'll find it, by the Date in the *Waste-Book*; where particular Quantities and Prices are written at large; but the *Leger Accompt* will give the total *Gain or Loss*, and Quantity of all the Pieces remaining; and to distinguish the Species in Order to the Transferring the Accompt into a New Space, the *Waste-Book* must be consulted, and the Particulars received compared with what are disposed of.

PERHAPS, you may find it Convenient to consider the Colours of the Pieces, and to make the Distinction that way; all that are of one simple Colour, as *Red, Black, Blew, &c.* may possess distinct Accompts; and for mixed Colours, it will be no great difficulty to distinguish them according to the prevailing Colour, and bring all that are upon one under the same Assortment, and into the same Accompt; and thus you need but one inner Column for the total Quantities, but be sure to refer to the Numbers marked on the Pieces. From what I have said here, you'll easily contrive proper Ways for other Things.

OBSERVE, Dealers in a lower Value than what I have last supposed, may follow the same Method, if they'll take the Trouble to keep an exact *Day-Book*, and write down the smallest Sale they make. And for their *Leger*, they may have Accompts of Wares, however trifling they are, by the same Method of making Assortments. Let the more valuable Things have distinct Accompts; and for petty Wares, suppose they deal in five hundred of them, fifty Accompts will do their Business. Thus, let every Assortment have ten Species, and to every Assortment an Accompt, with ten inner Columns, mark'd with the Names of the several Wares. And the Distinctions of those which have Species under them, must be here neglected; except, in so far as a Reference to the *Day-Book* may clear it; and that will be done by the Date, at the Posting of the *Accompt of Sales*, whereby you'll find all the Particulars of that Total together; and consequently with a little Pains, the Species of Each; which ought to be mentioned in the *Day-Book*, and particularly in the *Digest*.

As I have Written this Appendix for the Benefit of such as are supposed to have read, and understood the preceeding Treatise, only for a Hint of Things, therefore I see no necessity to give more particular Examples.

§ IV. *For GENTLEMEN of LAND-ESTATES;
And their STEWARDS, or FACTORS.*

I SHALL not use many Arguments to recommend regular Accompting, to Persons who visibly have so great Occasion for it. If there is little to do, they have the less Excuse, and if there is much, they have the more need of such an Art, as may enable them to know readily the distinct State and Posture of their Affairs: Unless they are willing to be cheated without Controul, as wou'd be no great Difficulty, nor is it very Rare with cunning and dishonest Servants, who take all advantages of their Masters Ignorance or Negligence; and if nothing of this Kind were to be feared. Is it no Pleasure for a Gentleman to know whether his Affairs prosper or go back? To know what Part of his Fortune yields best, and what Part of his Expences is greatest? That he may add or retrench as he sees most Convenient: And in a Word, so to regulate his Affairs, as to make the best he can of his Fortune, and the best Use of what he Receives.

I do not propose to be very particular; yet I shall endeavour to Chalk out such a Method, as will be enough for one who has but the least Talent at Thinking; and has examined the preceeding Treatise, with reasonable Care. And to execute my Design with the best Advantage, I take for Example, a Gentleman of a plentiful Fortune, whom I shall suppose willing to bestow Time and Pains in keeping regular Accompts of his Concerns, upon the Prospect both of Pleasure and Profit, from his Labour. The Subject Matter of the Accompts to be kept is, in general, the Product of his Estate, and the Disposal thereof. But there are many accomptable Branches here, so that a meer Cash Accompt of Receipts and Expences will not serve: For I shall suppose a Gentleman is concerned with Rents, which he either collects himself, or by his Factors, Stewards, or Bailiffs, who are accountable to him: With the Management of his Lands: With Interest Money received, or paid, or both: With House-keeping, which he ought to take accompt of: With the ordinary and extraordinary Expences of his Retinue, Pleasures, &c. Now there are many necessary Demands to be made concerning these Branches of his Business: For it is fit he should know at all Times (or have it in his Power with a little Pains to know) what his Tenants owe: How his Factor or Stewards Accompts stand: How it is with his Farms and Stock in Hand: What his Expences of every Kind are, &c. all which may be resolved by an orderly Method; so that he may know when he pleases, how it is with the Total of his Affairs; whether his Estate advances, or goes back. And the chief Encouragement to this Work is, that by a regular Accompt, where every Thing is carefully Recorded, a Gentleman may discover what is the Occasion of his Loss; what Branch has failed; and consequently he will foresee the Way to help such Misfortune, for the Time to come, if the Fault was his own; and if not, it is at least a Pleasure to be conscious of this: Next for the Method of a Gentleman's Accompts. And this I shall explain, by laying
down

down, first a more general Method, unconfined to the Stricter Rules of Art ; and then shew how to bring all Things to the Strictest Forms of *Debtor* and *Creditor*.

I. *For a more General Method.*

THE Books necessary to be kept are :

(1.) A *Great Waste-Book* containing a plain Narrative of all Things as they occur ; as Receipts and Payments ; every Thing given and received ; and, in short, whatever is done in a Gentleman's Business, relating to any Thing or Person he is concerned with, out of which the following Books are made up.

(2.) A *Cash-Book*, containing in a plain Narrative Stile, upon the *Debtor-Side*, all Receipts of Money ; and upon the *Creditor*, all Payments ; and tho' there are several Articles received or paid together, belonging to the same Accompt, which are entered particularly in the *Waste*, yet they may be set down here in a Total Sum : For Example, there is paid for divers Pieces of *Houssbold Furniture*, all particularly mentioned in the *Waste-Book*, yet in the *Cash-Book*, there needs no more than say, *paid for Houssbold Furniture, &c.* This is a very necessary Book, because much of a Gentleman's Concerns runs thro' his Cash ; and this Book ought to be filled up daily ; and it will shew the State of Cash better, if instead of carrying the Sums of the old Pages into the New, you make a *Ballance*, and carry over the Difference to the *Creditor-Side* of the new Pages, which will shew how much was in *Cash* at that Time ; and when any Article is thus transferred into the *Cash-Book*, make some Mark upon it in the *Waste-Book*, to signifie this. In a small Concern, this Book might be sufficient for all, because it will be no great Trouble, at any time to cast ones Eye over a few Particulars, which are distinguished by the Months wherein they occurred ; which a good Memory will make very useful ; and may still be made more useful, by making monthly Digests or Abstracts thereof ; bringing every Article under proper Denominations ; and that this may be the more easily done, you may after every Article, as it is set down, write immediately before the Money Column, some Letter of the Alphabet, and it will be best to take them in order. Set *A* to the first Article ; and observe to set the same Letter to every succeeding Article of that Kind, in that Month ; and a new Letter to Articles of another Nature ; taking the Letter *B* to the first Article of another Kind, and so on : This being done, both on the *Debtor* and *Creditor Side*, when you come to make your Digest, it will be very easy : For going through the Disbursements of that Month, you'll find, by the different Letters, how many accomptable Branches there are ; whose Denominations write down, as *Houssbold-Expences*, *Apparel*, *Servants-Wages*, *Interest*, *Books*, &c. and having collected on a loose Paper, all the Sums belonging to each, as you know them by the Letter, set the Total against its proper Title ; and if all these accomptable

Titles,

Titles, be written down successively under one another, and the Page divided into twelve Columns, titled upon the Top with the twelve Months, then this will serve for the whole Year's Abstract; and must therefore be put in some separate Place of the Book; an Abstract of the Receipts may be made the same Way, tho' there will not be here so many Branches; there will be *Land-Rents, Interest, Cattle sold, Corn sold, &c.* And observe, that, as it is in your Choice, how many Things you bring under one Title, so you may make more or less, according as it will be useful for making Things distinct: But this Choice must be determined in filling up the *Cash-Book*.

(3.) THERE must be a *Book of Accompts with Tenants*, where, in distinct Places, every one's Charge and Discharge may be plainly and fairly written, without any great Formality of Stile; and if you give it a Show of *Debtor and Creditor-Side* (there is another *Leger*, of which afterwards) it will be so much the more Distinct; and when any Accompts have been stated with them, it is fit to carry the Ballance to a new Space; or having closed, or drawn Lines under, enter the Ballance properly in the same Space, and carry it on while that can hold any Thing: The great Advantage of having Accompts thus closed, at every Adjustment made between Parties, is, that you have no further back to go than the last Reckoning, when you come next to accompt with them; and this makes such simple Men as you have to do with very easie, who are unwilling to go any further back.

(4.) A Book of petty Accompts with Servants and Workmen, &c.

(5.) A Book of *Real Accompts*; containing an Accompt of *Cattle, Corn, and other Stock or Furniture*; to know at all Times, what you have, and how it is disposed of.

OBSERVE. If a Gentleman advance no nearer to the artificial Part of Accompting, he must keep an Accompt with every Person, with whom he has Dealings; and these may be kept in the same Book with his Tenants Accompts; and indeed both the last two Books may go in one; and you may allot distinct Parts for them; the last will take no great Room compared with the other. These Books of Accompts must have Indexes.

(6.) BUT, I suppose a Gentleman willing to go farther. I shall therefore next, more particularly show how he may open and begin his Accompts, in a regular Manner, in order to their being carried on and closed according to Art.

II. For a more particular and artificial Method.

(1.) IT is indispensably necessary, that a Gentleman have always a clear Rent-Roll of his Estate; and, because Rents rise and fall sometimes, it will require that such a Roll be frequently made, that the present State of the Rents may always appear; there is no Difficulty in making a distinct and clear Rental-Book; you may do it thus, the Page being divided into Columns,

for the following Uses: Let the Names of the *Grounds and Farms*, be first upon the left Hand; in the next set the Names of the *Tenants*; then, in so many distinct Columns, every kind of Rent which is paid, as *Oats, Barley, Poultry, &c.* and *Money* in the last Place: The Columns being inscribed with these Names, set them under the Quantities payable; and it is fit you consider all the Variety that is payable out of the whole Lands; that a Column may be made for each, through all the Pages of the *Rental-Book*; for tho' the same Farms pay not of every Kind, yet there may be a Mixture; and then having Columns for each in every Page, you can the more easily find the Sum of every Kind, by carrying the Sum of every Page over to the Head of the next. And if the Lands are divided into Mannors, (or Baronies) then place the Name of each Mannor next the Lands belonging to it; and if you please you may sum each Mannor by it self; and in this Case, to make your Columns, you need not consider more than the Variety payable out of that Mannor. And at last, make an Abstract of the whole, for the Totals of each Mannor; the Sum of this Abstract is the Total Year's Rent. If you please to make another Money Column, in it you may set the yearly Rent, according to the Valuation, by which publick Taxes are paid, and this you may call the Parish Value.

IN such Estates where there are *Oats, Barley, &c.* paid in the Rent, the Total Yearly Rent is not known by the *Rental-Book*, in Money Value; because the Price of those Changes. But the true Design of a *Rental-Book*, is no more than to know the yearly Rent, of every Species; yet if you'll set an arbitrary Value on every Part of the Rent, which you may only do for the Totals, then you'll have the whole in Money, which reckoning at twenty (or as many as you please) Years Purchase, the Sum is your *Real Estate*, in Distinction from what is called your *Personal Estate*, consisting of *Moveable Effects*, as *Money, Cattle, House-Furniture, Arrears of Rents, &c.*

IF the Tithes payable out of the Lands, be included in the *Rent-Roll*, these must be deducted from the Sum, the Remainder is the neat Rent belonging to the Master; but if you put that in the *Rental*, it is best to set it down in a separate Article; and in summing up the Columns, keep the Rents and Tithes distinct.

(2.) To open your *Waste-Book* in Form, there must be a full and exact *Inventory* made of all your *Personal Estate*, viz. *Ready Money, Jewels and Plate*; and all Manner of *Household Furniture, Books and Pictures, &c.* Stock of *Corn and Cattle* upon the Grounds in Hand; *Corn, Meal, &c.* in the *Granaries*; and other Kinds of *Moveable Effects*; the *Seed* in the Ground; also the *Stores of Provision* of all Sorts, which are then in the House; *Money* out upon Interest; and *Arrears of Rents*, due by the Tenants, &c.

IF your Rent is all Money (or putting an arbitrary Value upon it) you may bring an Article for your *Real Estate*, into the *Inventory*; but this is needless.

OF all these Things you make particular *Inventories*, which must be carefully preserved, and enter the Totals into the general *Inventories* of your *Waste-Book*;

Book; as *per particular Inventory thereof*; at least those which have numerous *Items*, as *House-Furniture, Books, &c.*

T H E R E must also be made an exact List of your Debts.

Y O U R *Waste-Book* being thus opened, you continue from Time to Time, to write in it whatever occurs in your Affairs; and out of it be sure daily to fill up your *Cash-Book*, as before described.

T H E *Book of Accompts* with the Tenants, must be begun as soon as the *Waste-Book*; because from this the Article of Arrears in the Inventory comes; which is brought there in one Total: Those Arrears are first entered on the Accompt, and then the current Year's Rent upon the *Debtor-Side*; and on the *Creditor*, the Payments, tho' in a plain Stile.

B E F O R E we proceed further, let us consider what is the best Time for beginning the Accompts. If the Rent is all Money, the Beginning of the Year, or of *January*, will do well; and the Accompt of Arrears will be what's due preceeding *Martinmas* last, for Estates in *Scotland*, and *Christmas* for *England*. But when there is *Oats, Barley, &c.* which is commonly payable betwixt *Christmas* and *Candlemas*, it will be best to begin the Accompts on the First of *March*, that there may be as little Arrears as possible; besides, what is due of *Corn, &c.* can now be charged in Money, because the Term of Delivery is past; and before this Time, there is commonly a publick Rate set upon *Farm Corns, &c.* at which Rate the Tenants are obliged to pay to their Masters what they fail to deliver. In each *Tenant's Accompt*, let there be as many Columns, as there are Species of Rents, payable by that Tenant, with the Money Columns last: Set down the Arrears of every Kind in their respective Columns, all in a Line; having written before it, *Arrears due at Christmas or Candlemas last*; or suppose it is *March 1729*, say, *Preceeding, and for the Crop 1728*. And in the *Money Column*, set both the Arrears of *Money-Rent*, and the Value of the other Parts; or if you please to make two Lines, set the Arrears of *Money-Rent*, in one, and against the other Things, the Sum of their Values; and it will be fit to mark, at what Rate, every Thing is stated; but this done at the Beginning, is sufficient. Then to enter the current Year's Rent, you must make a Line for every Species payable, that the Value in Money may be orderly drawn out in case the *Corn, &c.* happen to be sold, or not be delivered in due time; tho' it will do if all are placed in a Line: Yet because the Rents will probably be paid at divers Times, which must be entered on the *Creditor-Side* of the Accompt, in distinct Articles, each with their Dates (for with these simple People, you cannot be too plain and particular) therefore there is no loss, to place them in distinct Articles, on the *Debtor-Side*; only, take Notice, that *Capons, Weathers*, and all of that Kind, may go in one Line, because ordinarily, there is a Value agreed upon by Master and Tenant, in Case of Non-Delivery. Now the Arrears, being all charged in Money, come in one gross Article of Money to the *Inventory* thus; *Total of the Arrears due by the Tenants preceeding, and for the Crop 1728, as per the Book of Accompts with the Tenants.*

THE current Year's Rent is not to be taken into the *Inventory*; but according as it is paid, so will it be entered in the Books.

(3.) THE *Book of Petty Accompts*, I suppose to be carefully kept as above directed. Also the *Book of Real Accompts*; whereby you may readily know how every Thing is disposed of. But if you should think it too great a trouble, to enter every Thing into the *Waste-Book*, and also into these *Digest-Books*, as I may call them, which are made up Daily, or Weekly, out of the *Waste*; you may put all in one great Book, which having numbred in Pages, in a continued Series, from one End to the Other, subdivide it, and assign a Part of this Book for a *Cash-Book*, another for your *Petty Accompts*, and a Third, for the *Real Accompts*, (but the Book of Accompts with the Tenants, will do as well by its self, tho' it may be included here; and then it will be more easy to turn to the Place of this Book, where Things are to be found.) The Book begins with the *Inventory*; and the first Part will contain every other Thing that belongs not to the Parts now described; but this does not hinder that some Articles must be entered in more than one of these Books, (or rather Divisions of the great Book.) For Example, I receive *Cash* from the Tenants, I must place it both in the *Cash-Book*, and that of the *Tenants*. To have done, if the Concerns are small, fewer Books will serve; tho' the whole in this Case will be no great Trouble; and in Concerns of great Extent, there ought no Pains to be spared. The Advantage of these *Digest-Books* is manifest, and a general Memorial or *Waste-Book* is very useful, because we can find in it, the whole Transactions of every Week, Month, &c. by themselves; but especially because Things are easily Written down here in a plain Manner, as they occur, and sometimes in haste, and then the Accomptant is easy, and can take his Time for filling up the other Books, with more care and exactness.

(4.) To draw the whole Matter into a perfect Form, so as we may be able to have a general Prospect of the Total, and Ballance Accompts in a regular Manner, there must be added an universal *Leger* of the whole; and if you'll add a *Journal* too, it is nothing worse for that; but the Instructions for the *Journal* being only what Titles of Accompts we are to use for *Debtors* and *Creditors*, we shall have those contained in the Instructions for the *Leger*; which I shall dispatch very soon, by shewing what Accompts erected in the *Leger*, will comprehend a Gentleman's Business. Which are as follows.

(1.) *ACCOMPT* of the *Personal Estate*, which must contain on the *Debtor-Side*, all that is owing by the Proprietor, at making up the *Inventory*; and on the *Creditor-Side*, all the Effects, which at present belong to him by the *Inventory*. The corresponding *Creditors* and *Debtors*, are to be found in the following Accompts.

(2.) *CASH* is *Debtor* for all received, and *Creditor* for all that is given out. But the *Cash-Book* relieves this Accompt, and makes it very Short; because, according to former Instructions, the *Cash-Book* is to be digested once a Month, or Quarter, &c. as you please, and the Total only brought to the
Cash-

Cash-Accompt in the *Leger*. — To, and, By *Sundry Accompts*, as per *Cash-Book*; and the several *Accompts*, that have furnished, or received that *Cash*, are to be made *Creditors*, and *Debtors* in their own *Accompts* at this Time. This *Accompt* is clos'd with *Ballance*, being the *Cash* in Hand.

(3.) *ACCOMPT* of *Household-Furniture*, *Books*, &c. it is *Debtor* for the Total, as per *Inventory* of all Manner of *Furniture*, *Jewels*, *Books*, &c. and for all afterwards purchased. It is *Creditor* for what is lost, destroyed, or any way disposed of, and is closed with *Ballance* for the Value remaining.

(4.) *ACCOMPT* of *House-keeping*. Make it *Debtor* for all the *Utenfils* of *Kitchen*, *Dairy*, *Brew-House*, &c. and for the *Store* of *Provisions* at present in the *House*, as per *Inventory*, and for what's afterwards purchased, also, for all the *Expences* of *House-keeping*, as *Money* expended, *Corn* and *Cattle*, &c. brought in for the Use of the *House*, *Wages* paid to *Servants*, belonging properly to the *House-keeping*. It is *Creditor* for what is due to the *Servants* for *Wages*, at making up the *Inventory*; and afterwards for all the *Waste* which happens to be sold, of that which was formerly brought in, and charged to that *Accompt*.

OBSERVE. A particular *Book* of *House-Expences* being kept, would relieve this *Accompt*, by bringing in the Total Monthly; but the *Cash-Book* performs this for all *Cash* immediately expended, and therefore you'll need only a *Memorial-Book* for other Things, as *Cattle*, *Corn*, &c. furnished from your own Stock; and these kind of Articles, may be digested the same Way, as the *Cash-Book*, and brought to the *Accompts* Monthly. This *Accompt* is closed, *Creditor*, By *Ballance*, for the Value of the *Utenfils* and *Provisions* remaining, and *Debtor*, To *Ballance*, for what is unpaid of the *Servants* *Wages*, for which it was at the Beginning made *Debtor*; after this it is closed with *Profit* and *Loss*, for the Difference, which is the neat *Expences* of *House-keeping*, within the Time of the Duration of this *Accompt*.

(5.) *ACCOMPT* of the *Equipages*. This is an useful *Accompt* with very many; it is *Debtor* for the *Horses*, *Coaches*, *Furniture*, &c. which are at making up the *Inventory*, and for all that is afterwards purchased; also, for all *Expences*, which belong properly to the *Retinue*, *Parade*, or *Sport*. It is *Creditor* for what *Wages* are due at making up the *Inventory*, to the *Servants* of the *Parade*, as *Groom*, *Coachman*, &c. and for what Effects happen to be disposed of which were on the *Debtor-Side* of the *Accompt*: It will be closed with *Ballance*, *Profit* and *Loss*, as the last *Accompt*.

(6.) IN great *House-keeping*, there will be *Servants* intrusted with considerable *Managements*, and for that Effect, a *Cash-Accompt* running in their Hands, which they receive, and lay out again; such as the *House-Keeper*. For this, erect an *Accompt* of *Cash* in the *House-Keeper's Hands*, *Debtor* for all he or she receives, and *Creditor* for what, by their *Accompt* stated, is given out. And the like for any other *Servant*, who is in this manner intrusted;

intrusted; such as a *Steward*, who receives Rents from Tenants, and other Sums for his Master's behoof, and lays the same out again upon his Accompt. Such Trustees make the *Leger Accompts* very easy, because their Accompts being called for, and stated once a Month, or Quarter, the State of them is to be copied into the *Waste-Book*, and then carried to the *Leger*, and *Journal*, in Sums under the several distinct accomptable Titles: But take Notice that these Articles of *Cash* given by your self to the *Steward* or *House-Keeper*, were, at giving them, placed in the *Cash-Book*, and carried to the *Cash-Accompt*, at transferring the *Cash-Book*; but if this State is made before that carrying forward, then charge *Cash in Steward's Hands*, *Debtor* for all his Receipts; particularly to *Cash*, for what you gave, and then at transferring the *Cash-Book*; you must remember that this is already done; or omit it at entering the *Steward's Accompt*, and it will be entred at transferring the *Cash-Book*.

OBSERVE. These Accompts, as they are given in, will probably be rude enough; but you are to Methodize them, by placing every Article under proper Denominations, to make a distinct State; in which there is no need to write every Article; but being satisfied about them, you may join in one Sum several minute Things, to be placed in the *Waste-Book* (or if you please, you may make a separate Book for these stated Accompts) which must not be crowded with every *Item*; but *Items* paid, or received for the same kind of Things, which cannot be subdivided, put in one Sum; and to make all more clear, you may put next each other, all such as belong to the same Accompt in the *Leger*; and for Distinctness, write over them what may express the general Nature of every Sort: For Example, The *Steward* gives in his Accompt for one Month, wherein I find several Sums which he has received from the Tenants, these go together in distinct Articles, and over them these Words, *received from divers Tenants*: Also, I find he has received Money for *Wool*, *Lambs*, *Butter*, *Cheese* and *Hay* sold; these go in distinct Articles, and over them is to be written, *received for several Things belonging to the Grazing*; and tho' there happen to be several *Items* in his Accompt upon each, yet, I take all the *Items* in a Total which belong to *Wool*, or to *Lambs*, &c. and so of every Thing which has no Subdivision. Thus the Matter will be prepared for another Form; and be ready to settle more distinctly in the proper Accompts of the *Leger*, (See the Accompt of *Grazing* below). In making this State, you may be less or more particular, as you please, with the Subdivisions; but it is not good either to be too tedious, or too short, the one will be confused, and the other obscure.

Thus the monthly or quarterly Accompts of these Trustees or Managers, will come easily into the Books in Totals, upon the several accomptable Titles; and you'll be saved the Trouble of a Book of *House-Expences*, because whatever is spent that way, is to be found in these stated Accompts, and will at last settle in the Accompts that furnish'd the several Articles; and

and in the *Accompts of House-Keeping*, which is *Debtor* for the whole; and remember that these *Accompts* be all called in, and stated immediately before you *Ballance* and close your Books: But where there are no such *Servants* intrusted with the whole *Disbursement*, the *Accompt* must be exactly kept by the Master himself, in a separate Book, and transferred Quarterly; which will cost him the Trouble constantly of enquiring how the Money was bestowed, and what other Things were made use of; unless he will satisfy himself with a gross *Reckoning*, as to the Money given out; but for other Things, he must know them particularly for the sake of the *Accompts* to which they belong.

(7.) *ACCOMPT of the Husbandry*; it is *Debtor* for all the *Seed* in the *Ground*, *Utensils* and *Cattle* of the *Plough*; which, at making the *Inventary*, belong to the Lands that are kept in Hand for the Service of the Family; as most Gentlemen do keep more or less about their Seat; and afterwards for whatever is purchased and brought in of that Kind for the Use of the *Husbandry*; also for Wages paid to *Servants* employed about this; and all other *Expences* of the *Husbandry*. It is *Creditor* for all the *Profits* made by *Corn* sold; also, for what is taken for the *House-keeping*; and is closed with *Ballance*, and *Profit* and *Loss*, for the remaining Stock, and the neat *Gain* or *Loss*.

OBSERVE. The *Corn* reaped off the *Ground*, ought to be placed to the *Credit* of this *Accompt*; but it cannot be well done, till it is threshed out, and the Product distinctly known; and therefore it is best that a *Memorandum* only be made, in the Book of *Real Accompts*, of what *Corn* is reaped, until it is Threshed; and then let the Quantity be entred in the same Book, under the Title of, *Corn belonging to the Grounds about the Seat*, mentioning at such a Time so much Threshed out and Measured. And as these are disposed of, let the Value be set on the *Creditor-Side* of the fore said *Accompt*; which may be done in Totals, given out within a certain Time; and for what is taken for the Use of the House, put an arbitrary Value upon it. And when you come to a general *Ballance*, you must put an arbitrary Value on the remaining Stock of *Corn*, Threshed, or not, and make this *Accompt Creditor* for the same, (the *Debtor* you'll find below) then will the *Accompt* close regularly.

(8.) *ACCOMPT of Grazing*: This is a Branch of what belongs to the *Grounds* in Hand; make it *Debtor* for the Value of all the *Pasture-Stock* of *Cattle*, which are upon the *Gound*, at making the *Inventary*, as per *Estimate*; (and it may have inner Columns for the Species,) and afterwards for what more is purchased and brought to increase the Stock; also, for all Charges about the same, as *Servants* Wages particularly employed in this; it is to be made *Creditor* for all that is disposed of, either sold, lost, or made Use of

of in the House, and particularly the *Profit* made by the *Lambs*, and other *Young* increased, as they are disposed of, and the *Wool*.

OBSERVE. (1) *THE Dairy Profits*, as *Butter* and *Cheese* sold, or made use of, properly belong to this *Accompt*; and for the *Milk* used in the House, you may put any Value on it you please, and place it to this *Accompt*, that the *Profits* may more distinctly appear; but you must also make the *Accompt Debtor* for all Charges of the *Dairy*, particularly the *Utenfils* and *Vessels*.

(2.) *FOR* the *Corn*, *Straw* and *Hay*, consumed by the Cattle of the Pasture and Plough, they need not be stated; but what's taken to the Use of the Horses belonging to the Parade, or consumed any other way, ought to be placed to *Accompt*. And as to the *Hay*, which is thus used, or sold, place it either to this, or the former *Accompt*, no matter which: You may also Subdivide this *Accompt*, if you have a mind to it, and keep one for different Cattle. This *Accompt* closes with *Ballance*, *Profit* and *Loss*, as the former. But observe, that what increase of *Young* remain undisposed of, be first set on the *Debtor-Side*, To *Profit* and *Loss*, and then they come in to the *Ballance*, as part of the Stock in Hand.

(9.) *THE Granary Accompt*; which may have inner Columns for the several Species. Let this be charged *Debtor* for all the *Corn*, &c. that is in the *Granary*, at making the *Inventory*; and all afterwards received; particularly from the Tenants; also, for Expences belonging thereto: And *Creditor* for what's disposed of.

OBSERVE. When it is received, the Quantities are entred in the *Book of Real Accompts*; and also in the Tenants *Accompts* who delivers it, but no Value set upon it till disposed of; or when we come to a general *Ballance*, that the Quantity remaining must be valued. And remember when any of the *Corn* belonging to the Grounds in Hand, are turned into the *Granary*, the *Accompt of Husbandry* must then be made *Creditor* for it; but the Value may stand unfilled up, until all is disposed of, or you make a *Ballance*.

THIS *Accompt* is closed with *Ballance*, for the Value remaining, *Profit* and *Loss*, for what's *Gain'd* or *Lost*, *i. e.* what is received more or less than it was formerly valued at in the *Accompt*. See the Observations First and Fifth upon the next *Accompt*.

(10.) *ACCOMPT of the Land-Rents*. This is a general *Accompt* which serves in the *Leger*, for the whole Farms or Tenants, whose *Book of Accompts*, contains all the State of Affairs with them in a plain and particular Manner; such as will satisfy you both at all Times: But that the *Leger* may be compleat in its *Ballance*, and that you may have in it a perfect View of the whole Year's Income and Expences, and consequently of the Increase or Decrease

Decrease of the Personal Estate, this Accompt must be used ; which will very conveniently and compendiously bring in the Substance of the Tenants Accompts. Thus, it is *Debtor* for the Arrears due at making up the last *Inventory*, and afterwards for all Taxes and Repairs paid or allowed to the Tenants. It is *Creditor* for all that is paid by the Tenants of their Rent, or otherwise received by the Farms, such as *Fines* or *Money* advanced for *Leases*.

OBSERVE. (1.) When any Thing is received of the Tenants, the same is placed in their *Book of Accompts*, and also in the *Cash-Book*, and *Book of Real Accompts*, for the Articles belonging to those. How the *Digests* of the *Cash-Book* are made, I have already shewn, so that the Money received for Rents, comes in slowly, and in few Articles to this Accompt of Rents: And for the *Corn*, &c. it will come in perhaps slower, for the Receipts are entred both in the *Book of Accompts* with the Tenants, and in the *Book of Real Accompts* ; but for this I would only carry it into the *Leger*, [Upon the *Granary-Accompt*, which is *Debtor* to *Land-Rents*] quarterly for what is disposed of, and then enter it at the Value for which it was sold ; and what was taken for your own Use, state at any Value you please. At the same time the *Granary-Accompt* must be made *Creditor*, for the same Quantity, at the same Value, because it is disposed of, the *Debtor* will be obvious, and if they are many, make it *Creditor* — By *Sundry Accompts*. But for the *Personal Debtors*, it is fit they be charged in their Accompts, whenever they have bought and received it, but what goes to other Accompts comes in gross Reckonings.

(2.) *TAXES* and *Repairs* allowed to Tenants, are to be charged in the *Cash-Book* as *Cash received* ; and so it will be carry'd to the *Creditor-Side* of the *Accompt of Rents*, and immediately set on the *Creditor-Side*, as *Cash* given out, and then *Accompt of Land-Rents*, will become *Debtor* for it ; and thus the Ballance is exactly preserved without any new Accompt.

(3.) IF the Proprietor pays the Tithes, and takes up the same for the Tenants, as is practised in some Places, then these Tithes come into that Tenants Accompt as a Charge upon him, and when the Proprietor pays them, the *Accompt of Rents* must be made *Debtor*.

(4.) IF the Tenants owe you any other Articles besides Rent, as if they buy *Corn* or *Cattle* from you, it is placed to their *Accompt*, and in the *Book of Real-Accompts* ; and at transferring, the *Accompt of Land-Rents*, may Personate the *Debtor*, and will be also *Creditor* when they are paid.

(5.) WHEN you come to a General *Ballance*, you must examine the *Book of Real Accompts*, and transfer what remains undone ; and for the Quantities undisposed of, charge them at the *Current*, or any Price you please ; for which the *Granary Accompt* is *Debtor* to *Land-Rents*, then will both these Accompts close. Of the one I have spoken already, and for the

Land-Rents, close it *Creditor* by *Ballance* for the total *Arrears of Rent*, and other *Debts* owing by the *Tenants*, which you must find by making an Abstract of the *Accompts* in their Books, and make *Land-Rents, Debtor*, to the *personal Estate*, for the Sum of *Rent-Arrears*, before you make the *Ballance*; and for what other *Debts* they owe, it is *Debtor* to some other *Accompt*, as the *Granary*, or *Accompt of Grazing*, for *Corn*, or *Cattle* bought; but probably this was stated in some former gross reckoning from the Book of *Real-Accompts*; if not, it must be done now. After this the *Accompt* is closed with *Profit* and *Loss*, which is the neat *Income* during the *Time* of this *Accompt*. To find the total *Arrears* easily, and in best order, you must make an Abstract of them in the Book of *Real-Accompts*; Thus, take as many Pages as will serve, and having divided them into Columns for the following Uses, fill them up from the *Ballance* of the *Tenants Accompts*; In the first Column on the left Hand, set the Persons Names, and after it the Word, *For*, which will correspond with the Name of the Ground he possesses, to be put in the next Column. Then in the next, set the Total of the *Debtor-Side* of his *Accompt*, in Money Value (which must now be put on every Thing due) both the *Arrears* due at commencing the *Accompt*, and the *Year's Rent* run since; (or if you please, give one Column for the last *Arrears*, and another for the said *Year's Rent*, and draw both into a Total, in another Column.) In the next, Place the Sum of the *Discharge*. Or divide this into several; in one place the Sum of the Money and other Things delivered, according as they are valued; in another, the Taxes allowed, and in another, the Repairs allowed, and then draw all these into a Total, in another Column. After which follows the Remainder or *Arrears* due.

(II.) THERE must be an *Accompt* erected for every other Person with whom you deal, *Debtor* for what they owe you, and *Creditor* for what you owe them; this especially when your concern with them is considerable; as when Money is borrowed or lent upon Interest; or when Annuities or Pensions are owing, or when a great Quantity of *Corn* or *Cattle* is sold on Trust.

BUT there are several *Accompts* which may be constantly running in small Articles with Tradesmen and Retailers; it is enough if these are kept in the Book of *petty Accompts*, and as the Payments are made, they are placed, both here, and in the *Cash-Book*, and from this transferred into the *Leger*; but at making a general *Ballance*, this Book must be examined, and an Abstract made of what remains due, and carried in a Total to the *Leger*, for which make the *Personal Estate, Debtor to Accompt of sundry Persons*, for several small *Debts* owing, as per Book of *petty Accompts*. It will be too much Trouble to digest the Articles, and carry them to the several *Accompts*, for which they are owing, it is

is well enough for the purpose of ballancing the Book, to charge the *Personal Estate* for the whole ; but it would be better if all these Accompts were called for, and paid immediately before the closing your Accompts.

(12.) *ACCOMPT of Profit and Loss.* The Nature of the Charge and Discharge of this Accompt is obvious ; I have occasionally spoken of it, in shewing how the preceeding Accompts are closed ; what other Things in the Course of the Accompts belong to it, will be easily known when they occur ; such, as Interest of Money received or paid, and all manner of incidental or uncertain Charges and Profits. But you may also subdivide this Accompt, and bring nothing into it, till a general Ballance ; when all will come into it in Totals. Thus, (1.) Erect an *Accompt of Interest, Debtor* for all you pay, and *Creditor* for what you receive ; but the best way is, to place to this *Accompt, the Interest*, at the Term when due ; and place the same also to the Person's Accompts to, or by whom, due ; and when paid, charge or discharge them ; but at making up the general Ballance, it will be fit to calculate, and state what's incurred to that Time, (whether it is a Term of Payment or not) that the Ballance may give a compleat View of the present State of Affairs. After this close the Accompt with *Profit and Loss*. (2.) *Accompt of Incidents* ; which make *Debtor* for all Charges of this Kind, as Gifts, Charity, Losses at Game, Expences of Travelling, ordinary and extraordinary pocket Expence, &c. and *Creditor* for what's gain'd. The Accompt closes with *Profit and Loss*. It is fit the Accomptant keep a particular Accompt of these Things in a *Pocket-Book Memorandum* ; at least he ought to know the Totals, which will easily be done, by writing down every Sum of Money he puts in his Pocket, and expends this way ; and what is disbursted by Servants will come in with their Accompts. But lest there be too many Articles of Debt against one of Credit, he may bring in here some other Articles, which he may desire should, as a Fund, supply these Expences ; such as several contingent *Profits*, which may occur, as *Fines*, &c. However, the Accompt will not be tedious, because it need be filled up only every Month or Quarter.

OBSERVE. The Expence of *Apparel*, and for *Education of Children*, may be placed to the Accompt of *House-keeping*. To which also may be brought the Expence of *Orchards, and Gardens*, and to the *Creditor-Side*, the Profits of what's sold out of them, and these Accompts the *Gardiner* will keep and render Quarterly, &c. unless you would have a particular Accompt for this, which make *Debtor* for all Charges, and *Creditor* for the Profits ; and in this Case it will be fit to set a Value on what's furnished into the House, and make *House-keeping Debtor* for it, so will this new Accompt be close with *Profit and Loss*, for the neat *Gain or Loss*. If there be any Reason for a separate Accompt, it is because there may be several

Expences about *Gardens*, which yield no Profit, but mere Pleasure, and which the Accompt of *House-keeping* has nothing to do with.

(13.) THE last is the *Accompt of Ballances*, into which all the remaining Stock, Effects and Arrears of every Kind is brought to the *Debtor-Side*, and on the *Creditor*, all your *Debts*; It is therefore an Abstract of the total State of your Affairs, and shews the State and Circumstances of the *Personal Estate* at the time, (excepting always the current Years Rent, which is not yet due) and affords you the gross Articles of a new *Inventory*, for another *Waste-Book*. Let this *Accompt of Ballance*, and *Profit and Loss* be closed with the *Accompt of the Personal Estate*, and then this Accompt is ballanced, if all the Work be rightly performed, and every thing duly transferred from the *Subservient-Books*, as I have all along directed.

OBSERVE. IN making up your new Books, the particular *Inventories* must be renewed, because there may some Alterations have happened to them, which are easily found by the Books.

Conclusion and Defence of the preceeding Instructions of this

S E C T I O N.

YOU will possibly complain of the Tedioufness of the Method here prescribed; because there must be so many Books kept; but this Objection is soon removed, if you'll consider that the *Waste-Book* is the least any prudent Man can do; the *Digests* made out of it, are apparently the greatest Trouble; and yet you see by the Nature and Use of them, how necessary they would be; and I have proposed how the *Waste-Book* may be abridg'd, tho' the Pains I think will be but ill saved. Then for the *Leger*, its manifest by the Description I have given of the Accompts, how easie and compendious it will be; because most of those Things which have many Articles, are brought here in Totals; so that this Book is chiefly designed for giving a neat, clean, and distinct Abstract of the whole Business, when the Owner pleases to call for it; but that there may not be too much to do, when this Demand comes, this Book is begun in Form, and gradually (tho' but slowly) filled up; and the closing of the Accompts according to Art, answers the Demand perfectly; and will give great Satisfaction to the Party interested. And if Gentlemen cannot do all the Drudgery of this Work with their own Hands, they may commit it to qualified Servants, who may do it by their Direction, and under their frequent Inspection and Examination. But perhaps you'll say; there is nothing saved by bringing in Things in Totals, into the *Leger*, because they
are

are at large in other Books. And you may therefore think, that one *Great Leger*, containing all Particulars, may be less Trouble. The Answer is plain, a *Leger-Book* kept according to Art must contain every Thing, but there's no absolute Necessity that it contain them particularly; for it's still a *Leger-Book*, if Artic'les are brought into an Accompt in Totals; and how particular we must be, depends upon our own Choice, which ought to be regulated by the Nature and Circumstances of the Thing; and in the present Case, besides, that a Gentleman is only accomptable to himself, and therefore may do beyond or under the Strictness of the Art as he pleases, the Matter will not so well bear it, because, (1.) You have to do with a simple Kind of People, who will require very particular and distinct Accompts, and every Thing said in the plainest Manner; therefore a separate Book with the Tenants is necessary, where their Charge and Discharge is to be set down very plain and particular. (2.) Most of the Accompts above mentioned, having many small *Items*, would not only swell the *Leger* too much, but make it confused; whereas by separate Accompts of Particulars, and those brought in Totals into the *Leger*, the State of Affairs becomes gradually more distinct, as they are brought into lesser Room; and the Articles of a more diffused Accompt, being once adjusted, and the Matter reduced into a narrower Compass, as it is upon the Accompts of the *Leger*, before explained, a Gentleman needs not to be solicitous to preserve the Rest; for that Book alone will satisfy him at any Time hereafter, how his Affairs stood at making up that Accompt; and even shew him, at least, in gross Reckonings, upon the several Accompts, by what Steps it came to that State, which the *Ballance Accompt* shows it was in; and this Book transmitted to Posterity, will sufficiently recommend the prudent Conduct of the Owner, and be an Example of Vertue and Industry to his Successors. I don't suppose however, that he may immediately throw away the other Books, because Things that are brought into the *Ballance Accompt* in gross, being to be found at large in these, they must be preserved, at least, till these Accompts are cleared, or till the State of the Accompt be adjusted betwixt Parties, in case it be necessary to produce the Particulars; but by degrees they lose their Use, and may at last be destroyed.

THE next (and perhaps it will be the First) Complaint, is, that I have given no Examples; I own the Imagination would be favoured by this, but I designed the Instructions of this Chapter, not for the Lazy and Indifferent, but for such as would oblige me, and themselves too, by a careful perusal of the former Treatise; and to them, I'm confident I have spoken very Plain and Intelligibly; for whoever has any Notion of an Accompt, will easily conceive the Application from what is explained; and add or alter according to their Fancy, or as different Circumstances require: For it was not to be expected, that I should mention every Thing; an apt
Genius

Genius having caught the Notion of a regular and artificial Accompt, and seen the Application in any one Instance, will, with a little Pains, Tutor Himself through all the Rest. And it must be acknowledged, that every one will take his own Choice, in the Application of general Rules, and have some particular Ways, which perhaps may be best for him; and it is but fit, that he who is to gain or lose, be the Comptroller of his own Accompts; and therefore it were in vain to pretend, by numerous Applications, to forestal their Choice; especially, because an unforeseen Circumstance, may oblige them to take a different Way; and this I say, not only with respect to the Accompts of Gentlemens Concerns, but also to whatever else may require a perfect and regular Accompt.

I N S T R U C T I O N S *for* F A C T O R S, *or* S T E W A R D S
upon L A N D - E S T A T E S.

T H E R E is a kind of *Stewards*, who are not *Domestick Servants* [and in *Scotland*, we call them rather *Chamberlains* or *Factors*] to whose care is committed the collecting of *Rents*. They have a *Rent-Roll* of what they are to receive, which they charge themselves with; and their Discharge is composed of all they have given to their Employer, or for his Accompt, or what has been given by the Tenants to their Master, or taken to the House; also, whatever *Taxes* or *Repairs* are paid or allowed to the Tenants, Lands Waste, or in Hand (if these last are in their *Rent-Roll*) Arrears due by the Tenants, and *Corn* in the *Granaries*, and every other Thing that ought to be allowed: I'm ready to believe These will draw out of the preceeding Work, sufficient Instructions for keeping their Accompts; so as to be able to clear with their Employers, to both their Satisfaction; and therefore I shall give but a very general Hint of what I would have them do.

(1.) A G E N E R A L *Waste-Book* will be very necessary, to contain all Matters transacted, relating to their *Master's Concerns*, under their Management.

(2.) O U T of this, let them make a *Cash-Book*, in the Manner formerly directed; also, a Book of *Real Accompts*, that they may know what real Effects, besides Money, they have taken the Charge of, and how it is disposed of, particularly the *Corn-Rents*, which have been delivered by the Tenants, and put in the *Granaries* under their Charge, to be disposed and given out according to order: And, *Observe*, if any of the *Farm-Corn* is sold before delivered, as it may happen; in this Case, Precepts are issued to the Tenants, ordering them to deliver to the Buyer; the Tenants should be ordered to take a Receipt, and produce it immediately upon the Delivery,

Delivery, and then let it be placed to their Accompt; place it also in the Book of *Real-Accompts*, both on the *Debtor-Side*, because it is delivered by the Tenants, and on the *Creditor-Side*, because it is also disposed of, and then the Digest of this Accompt will be the more distinctly made; If the Steward receives the Money for these Sales immediately, then he enters it also in the *Cash-Book*.

(3.) THEY must keep an exact Accompt with the Tenants in the Manner already directed; and with other Persons also, if the Business committed to them requires it.

(4.) IN these (to which let them add other subsidiary Books as they please, and find need) may their whole Business be comprehended; and they will be able upon a short Warning, to make a fair Accompt to their Employer, which is commonly done once a Year. Thus, let them go thro' the *Cash-Book*, and make a Digest of it, under proper Denominations, for their Master's Satisfaction at least, who will desire to know distinctly what furnished that *Cash*, and the distinct Accompts for which it was expended. But in making up your Accompt, the first Article of Charge against you is the Accompt of Arrears, and current Year's Rent, when you entered upon the Management; therefore no more of the *Cash* received goes into your Charge, but what you received upon other Accompts, than *Money-Rent*. The Rest being in the Charge of the *Rent-Roll*; and all expended belongs to your Discharge, into which are reckoned the *Taxes* and *Repairs* paid or allowed to the Tenants. (2.) The Book of *Real-Accompts* must be examined, to know what's in the *Granaries*, undisposed of; and how the Rest was disposed of; in order to your Discharge, which, for this Part of the Charge in the *Rent-Roll*, is made up of the Arrears undelivered by the Tenants, the Quantities in the *Granaries*, and the Total of what's disposed of; which you ought to digest, to shew how it was disposed of, and in the Discharge, bring it in in such a Manner as this, *viz.* Sold to Sundry Persons out of the *Granaries*, so much: Given in for the House, so much: Received (by such and such Persons) from the Tenants by Precepts, &c. For the Money received by your Lord, for any of the Sales, you are not concerned with it, he takes the Quantity sold in your Discharge; and for what is paid in to you, the Quantity being placed on the Side of the Discharge, against so much of what is on the Side of the Charge, the Money you received for it is brought as a new Article of Charge against you from the *Cash-Book*, and if any Person to whom you sold your Lord's *Farm-Corn*, remains in Debt, which you'll know by their Accompt, make a List of such Debts, and place the Total as part of your Charge, and place it also in the Discharge; but if you only are accountable to him for those, the Charge stands against you, and the Debtors fall in your Hand. It is the same Case in all the Steps, when you buy the *Corn* from your Lord, to dispose of again, for your own Accompt. (3.) You must
for

for your Lord's Satisfaction, make an Abstract of the Tenant's Accompts in the Manner above directed; that he may see distinctly how the Article of Arrears is made up; of the Arrears of *Corn-Rent*, I have said already. The Arrears of *Money-Rent* must also be brought to the Discharge, in a distinct Article; and the Rents of *Lands Waste*, and upon *Hand*; (when these are put in the Charge) your Year's Salary makes up the last Article of your Discharge.

YOUR Accompt of *Charge* and *Discharge* being thus made up, and the proper Vouchers of each Article produced, which are your Books and Papers; the *Ballance* shews what you have expended in your Lord's Service more than you received.

BUT if you would gradually prepare your self for this 'Compt and Reckoning, besides all that's formerly directed, you must have a *Leger*, in which a few general Accompts being kept, into them the Articles of your *Charge* and *Discharge* may be brought in Monthly or Quarterly Totals, from the other Books; and then they will be easily drawn into one Accompt, containing the whole State of *Charge* and *Discharge*. To perform this, let your *Leger* contain these Accompts, *viz.* (1.) *An Accompt for your Lord*, which will require a great Space, because this is the Accompt where all will terminate at last. Make it *Creditor* at your Entry, for the Arrears and current Year's Rent to be received, and afterwards for all such Articles, which, as you have seen above, belong to your *Charge*. Make it *Debtor* for what belongs to your *Discharge*. *Observe.* This Accompt will require several inner Columns, for the Species of Rents, when they are many. (2.) *An Accompt of Rents belonging to, &c.* it is *Debtor*, for the Arrears, and current Year's Rent, at your Entrance; and *Creditor*, for the Rents paid by the Tenants, and every Thing allowed to them; and must have inner Columns. (3.) A general *Cash-Accompt*. (4.) A *Granary-Accompt*, *Debtor*, for all received, and *Creditor*, for what's given out. (5.) *Accompts* for those Persons, to whom you sell your Lord's Effects, the *Debts* being under your Care to call in; but you may comprehend them in a general Accompt. If you consider carefully the Use of these Accompts, you'll easily see how to connect the *Debtors* and *Creditors*, for the Articles which you enter; but most of them, will be the Totals of *Sundry Accompts*; and therefore in the transferring these Totals out of the several Books, (as the *Cash-Book*, and Book of *Real-Accompts*,) you must be careful to consider the Use of the Accompts here described, that you may make your Digest right, in Order to the said carrying Forwards. When all is transferred, close your *Leger-Accompts* thus; carry the *Ballance* of all the Rest into the First, and then it will be ballanced: The *Creditor-Side* will shew the Total of the *Charge* against you, and the *Debtor-Side* your *Discharge*; but remember that the *Ballance* of the *Cash-Accompt*, which goes to the *Debtors-Side* of your Lord's Accompt, supposes you pay him

him that immediately; otherwise you remain so much in his Debt: Or rather do this; make an *Accompt proper*, to present your self; which, make *Debtor*, for what you buy, or take, for your own *Accompt*, of your Lord's Effects; and make it *Creditor* by him for your Salary; and at ballancing, carry the *Ballance of Cash* into this *Accompt*, and carry the *Ballance of this* into your Lord's *Accompt*, which will itself then be ballanced; and the Article brought from your *proper Accompt*, is a Debt betwixt you and him; the other Articles of your *Discharge* being accepted. But after all, you may perhaps find this *Leger* only serviceable to your own Curiosity, for your Lord may be better Satisfied with a plain Charge and Discharge, according to the first Direction.

Some Directions for a MASTER, who Employs such
S T E W A R D S.

FOR the Master who has such Stewards, as I have been now speaking to, he will be saved much Trouble in keeping Accompts with his Tenants; and the Thing he has to do is this; when he commits a Charge to his Factor or Steward, give him an Accompt in the Leger, and make him Debtor to the Land-Rents, for the Arrears (which being Debtor to the Personal Estate for the same, will be at last ballanced, for that Article) whatever afterwards he receives from his Factor, he must give him Credit for it; also, for whatever he receives for Corn, &c. sold, or any Thing brought into the House from the Tenants; and these may be filled up in Totals, in the Leger, from the particular Accompts kept of the same, as the Cash-Book, &c. and then when the Steward renders his Accompt, charge it with the Total of what (per his Accompt given in) he has received, which was not charged at the Beginning. And what besides the Things mentioned, he gives up in his Discharge, place to the Credit of his Accompt, and the Debit of the corresponding Accompts, as Land-Rents for the Arrears, and Salary (or Profit and Loss, for this last) the Granary Accompt for what remains there, &c. and then, if there is any Ballance upon his Accompt, he either clears it, or it will stand upon the Accompt. If his Commission is continued; Ballance his Accompt thus, make a new Accompt for him, and charge it Debtor to the old, for what he owes, or Creditor, if you owe him. Also, make it Debtor to the Land-Rents and Granary-Accompt, for the Arrears and Remains, which are to continue under his Management; in which Case, when you close the Accompts of your own Book, these Articles will come into the Ballance from your Stewards Accompt, and not from the Accompt of Land-Rents and Granary.

BUT because I suppose it most convenient for a Gentleman, who loves Regularity, to call his Servants to an Audit of their Accompts, immediately before he is to Ballance his own Leger, therefore I would let the old

Accompt of the *Steward* stand, and let the *Ballance* betwixt you (his *Charge* and *Discharge* being stated as directed) go into the *Accompt of Ballances*; then will the *Accompt of Land-Rents*, and *Granary*, be closed in the Manner already said, *i. e.* the *Arrears* and *Remains* will come into the *Ballance-Accompt*, from these; the Quantity whereof you know, because those *Accompts* are made *Debtor* to the *Factor* for them; and then *Profit* and *Loss* takes the remaining Difference of the *Accompt*. So that your new Books will be opened with the same *Accompts* as the Former were; and when the *Inventory* is written into the *Waste-Book*, the first Thing you do, is that such a *Factor's Commission* is continued, under whose *Charge* is put such *Arrears*, &c. and in this new Book, make him *Debtor* to *Land-Rents* as before. The Method is the same, supposing a new *Factor* to be employed.

I F the Master pleases, he may demand and preserve a Copy of the *Factor's Books*, whereby he vouched the particulars of his *Charge* and *Discharge*; especially of the Book of *Accompts* with the *Tenants*, which may be useful afterwards, in case that *Factor* should be dismissed the Service.

F I N I S.

E R R A T A.

Page 15. Exam. 3^d. Line 4. for *Creditor*, read *Debtor*. At the Bottom of p. 23. dele *SECT.* N. B. On the Top of the Page immediately following p. 96. r. 97, instead of 87. and so on to the End of the *Waste-Book* N^o. 1. Page 124. Line 6 after *for*, instead of *we*, r. *which I*. Line 12. for *account of*, r. *accepted*. and in the Margent, for 5. r. 6. Line 15. in the Margent (on the left Hand) for 5. r. 6. Page 128. Line 3. for *account of*, r. *accepted*. Page 135. in Lines, 24, 25, 26. after *yards*, dele *each*. Page 139. Line 5. after *Guilders*, r. *at*. In Leger N^o. 1. Fol. 7. on the *Creditor-Side* of *SALMONS*, for *To*, r. *By*. In *Waste-Book*, N^o. 2. p. 11. Article 3. Line 1. for *Brought*, r. *Bought*. and p. 13. Lin. ult. after *paid*, r. *by*. and p. 19. lin. 4. after *and*, r. *made*.

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